

**SUMMARY OF THE  
TNI CONSENSUS STANDARDS DEVELOPMENT  
EXECUTIVE COMMITTEE MEETING  
JULY 13, 2017**

The Executive Committee held a conference call on Thursday, July 13, 2017, at 1:00 pm EDT. Chair Bob Wyeth led the meeting.

**Agenda item 1 – Roll call**

Attendance:

|  |         |
|--|---------|
| Carl Kircher, LAB                          | Present |
| JoAnn Boyd, At Large Member                | Present |
| Kevin Holbrooks, Field Activities          | Present |
| Valerie Slaven, Chemistry                  | Present |
| Robin Cook, Microbiology                   | Present |
| Jessica Evans, At Large Member             | Present |
| Tom Widera, Stationary Source Audit Sample | Present |
| Paul Junio, Quality Systems                | Absent  |
| Nicole Cairns, Proficiency Testing         | Present |
| Rami Naddy, WET                            | Present |
| Bob Shannon, Radiochemistry                | Present |
| Myron Getman, Asbestos                     | Present |
| Bob Wyeth, Chairman, At Large Member       | Present |
| Ilona Taunton, TNI Staff                   | Absent  |
| Lynn Bradley, TNI Staff                    | Present |
| Ken Jackson, Program Administrator         | Present |

**Agenda item 2 – Welcome Myron Getman, Chair of the Asbestos Expert Committee**

Bob welcomed Myron, who gave a brief biosketch.

**Agenda item 3 – May 11, 2017 CSDEC conference call minutes**

It was moved by Val and seconded by Nicole to accept the minutes. All were in favor except Myron who abstained.

**Agenda item 4 – Chair and Committee Member Training reminder**

Bob Wyeth reminded committee chairs to have their new members complete the on-line training.

**Agenda item 5 – Standards Activity Spreadsheet**

Ken circulated the updated spreadsheet.

A Notice of Intent to Modify a Standard was considered for approval. This concerned Modules 1 and 3 of the Stationary Source Audit Sample (SSAS) standard. Tom explained, when the standard was first developed, it was based on the TNI PT standard, but the past 3 years of use had shown some modifications to be needed. The number of times an audit sample could be sent out needed addressing, because the audit sample providers were having trouble getting enough available samples. The number of significant figures required in reporting also needed to be addressed, because the current requirement was causing laboratories to fail. There were no questions raised, and it was moved by Rami and seconded by Carl to approve publication of the notice. All were in favor. Ken said he would arrange its publication on the website, and would also submit Project Initiation Notifications (PINS) to ANSI in anticipation of having the revised modules accepted as American National Standards.

A Notice of Proposed Standards Activity for Volume 1 Module 7 (Whole Effluent Toxicity) had been posted on the website and circulated by e-mail blast to stakeholders on June 11. Rami reported he had received no comments during the 30 day time-frame of the posting. Ken explained the next formal steps, after the committee had reached out for input, would be the outline specified in Section 5.2.1 of SOP 2-100; i.e., a bulleted list of items to be included in the Voting Draft Standard, referring to relevant sections and clauses, with the rationale for making the proposed change to the standard. Ken offered to provide assistance when the committee reached this stage.

#### **Agenda item 6 – Status of 2017 Charters**

##### Review of CSDEC Charter:

This charter had been returned by the TNI Board of Directors requesting changes. Bob had made the changes, and the revised charter was discussed. Nicole suggested an editorial change in the Objective under “Develop policies and procedures that guide standards development”, and Lynn Bradley suggested the Standards Review Council should have its own objective with an additional bullet under the mission stating “Constitute and oversee operation of the Standards review Council”. With these changes in place it was moved by Robin and seconded by Bob Shannon to accept the revised charter. All were in favor.

##### Status of SSAS charter:

Tom had sent the committee-approved charter, that had been re-worded, to Bob Wyeth.

##### Updates on the remaining charters:

Ken would check that all charters were complete and would send them to Bob Wyeth for final approval by the CSDEC.

Bob Wyeth asked committee chairs to make sure their member lists on the website were up to date. Ken said they were generated from a table in dropbox, and it was the responsibility of the committee administrators to keep the list current.

**Agenda item 7 – 2016 Standard individual module checklists/**

**Agenda item 8 – Cathy Westerman AC concern.**

Bob Wyeth asked the Committee Chairs to indicate the status of the checklists in their reports (see below). Cathy Westerman had requested a product that could be uploaded into a LIMS database and then individual citations selected which would appear (1) on a checklist and (2) on a findings report before the observation (finding) is described. Cathy also preferred not to have multiple findings when very similar issues which occur frequently would have to be divided. For example, she did not want to write a finding for not having a sample date, and another finding for not having a sample time. She would prefer the citation state that sample date and time are required and would write the observation to clearly state that either or both of those requirements were not found. It was considered whether Cathy's concerns should be discussed by the CSDEC during its session at the Washington DC Forum in August. The checklist as written is intended to be a guidance document that can be useful for laboratories as well as Accreditation Bodies who usually develop their own program-specific checklists from it. It was agreed the committees would not further modify their checklists at this time. Nicole suggested Cathy discuss this with the AC members to find if there is a consensus among them for adopting her ideas, and Bob Wyeth said he would communicate that idea to Cathy.

**Agenda item 9– Proposed Modifications to Chemistry Module V1M4**

The Committee members reviewed the outline of changes that the Chemistry Committee proposed for its Voting Draft Standard (VDS). This was out for public input and a few comments had been received. Val said the Chemistry Committee would review all comments during its session at the Washington DC Forum, and expected to present its VDS for vote soon after.

**Agenda Item 10 – Expert Committee Reports**

**Field Activities** – Kevin reported the Notice of Proposed Standards Activity had not resulted in any comments, but the committee would solicit comments during its session at the Washington DC Forum in August. Modification of the standard could not progress far until the new ISO standards were released. Carl said the ballot on ISO 17011 would close mid-July, but ISO 17025 would require one more ballot, and it was anticipated to be released early in 2018.

**Laboratory Proficiency Testing** – Nicole said the checklist was complete, and at the Washington DC meeting, the committee planned to repeat its presentation from the Houston meeting.

**Quality Systems** – Robin, reporting for Paul, said the Small laboratory handbook was almost complete and would be discussed in Washington DC.

**Laboratory Accreditation Body** – Carl had nothing further to report.

**Stationary Source Audit Sample** - Tom had nothing further to report.

**Chemistry** – Val said the committee was working on the checklist. One outstanding Standard Interpretation Request was being considered.

**Microbiology** – Robin reported the checklist was complete. The committee's section of the Small Laboratory Handbook was undergoing final review.

**Whole Effluent Toxicity** – Rami would solicit comments on the proposed standard during the Washington DC meeting.

**Radiochemistry** – Bob Shannon reported the checklist was complete and had been sent to Ilona. The committee's section of the Small Laboratory Handbook was essentially complete and being checked one last time.

**Asbestos** – Myron said the new committee had met once, and planned to begin discussion of Volume 1 Module 3 on its next conference call on July 19.

### **Agenda Item 11 – Agenda for the CSDEC August Meeting in Washington DC**

Bob Wyeth said the glossary would be the major topic of discussion. The column describing the source of the item was not all inclusive and would be cleaned up later. He asked everyone to have their committees look through the glossary for completeness. Ken asked the Committee members to thank those who had worked on the glossary, which was an enormous task with 357 terms already included.

### **Agenda Item 12 – SOP 2-103**

The Policy Committee, not being prepared to approve the SOP, had suggested deferring to the corresponding ISO document. Bob Wyeth said he had reviewed the ISO document and found it to be vague and non-prescriptive compared with SOP 2-103 that was much more detailed and specific to TNI standards development. He would report back to the Policy Committee that CSDEC stood behind SOP 2-103.

### **Adjournment**

There being no further business the meeting was adjourned at 2:30 pm EDT.

Consensus Standard Development Executive Committee  
Conference Call  
July 13, 2017; 1:00 PM EDT  
1-605-475-6333; 822174#

1. Roll Call
2. Welcome Myron Getman, Chair of the Asbestos Expert Committee
3. Approval of May 11, 2017 CSDExC conference call minutes (attached)
4. Chair and Committee Member Training reminder
5. Standards Activity Spreadsheet –Update
  - a. SSAS proposal for modification of Standard (attached)
  - b. WET proposal for modification of Standard
6. Status of 2017 Charters
  - a. Review of CSDExC Charter; Changes requested by BoD (attached)
  - b. Status of SSAS Charter
  - c. Updates on Chemistry, Quality, Microbiology, and FAC
  - d. Current membership rosters; to be provided
7. 2016 Standard individual module checklists
8. AC concern; Cathy Westerman e-mail sent by separate cover
9. NELAC AC status of approval for implementation
  - a. Chemistry – Proposed Modifications to V1M4 (attached)
10. Expert Committee Reports
  - a. Field Activities
  - b. Proficiency Testing
  - c. Quality Systems
  - d. Accreditation Body
  - e. Stationary Source Audit Sample
  - f. Chemistry
  - g. Microbiology
  - h. Whole Effluent Toxicity
  - i. Radiochemistry
  - j. Asbestos
11. Agenda for NEMC 2017 EMS CSDExC meeting (Wednesday August 9, 2017 1:30-5:00 PM)
  - a. Draft of TNI Glossary (attached)...for expert committees review
12. SOP 2-103 (ISO Approach)
13. Old Business