

**SUMMARY OF THE  
TNI CONSENSUS STANDARDS DEVELOPMENT  
EXECUTIVE COMMITTEE MEETING  
SEPTEMBER 8, 2016**

The Executive Committee held a conference call on Thursday, September 8, 2016, 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	Absent
Kevin Holbrooks, Field Activities	Absent
Richard Burrows, Chemistry	Present
Robin Cook, Microbiology	Present
Jessica Evans, At Large Member	Present
Tom Widera, Stationary Source Audit Sample	Absent
Paul Junio, Quality Systems	Present
Shawn Kassner, Proficiency Testing	Present
Rami Naddy, WET	Absent
Bob Shannon, Radiochemistry	Absent
Bob Wyeth, Chairman, At Large Member	Present
Iлона Taunton, TNI Staff	Present
Ken Jackson, Program Administrator	Present

**Agenda item 2 – July 14, 2016 CSDEC conference call minutes**

It was moved by Paul and seconded by Robin to approve the minutes. All were in favor

**Agenda item 3 - Chair and Committee Member Training Update**

Ken had been unable to attend the Orange County CA meeting on the Monday when his training had been scheduled. Therefore, he would present a webinar at a later date.

**Agenda item 4 – Committee Charters**

Bob reminded the chairs that their charters might need updating to reflect changes in committee membership. When the changes had been made, the chairs were asked to send the updated charters to Bob.

**Agenda item 5 – Standards Activity Spreadsheet**

Ken reported there were no changes yet, but it was expected approval of ANSI accreditation of the FSMO standards would be received very soon. He would then update the spreadsheet.

**Agenda item 6** – Expert Committee Reports and Status of changes for 2016 TNI standard

**Field Activities** – Kevin said there were no further activities to report.

**Laboratory Proficiency Testing** – Shawn reported the committee was waiting to hear of the Accreditation Council members' comments on V1M1. It had been reported they would request some editorial changes. He was rotating off the committee, and was looking into a replacement chair.

**Quality Systems** – Paul said there were no further activities to report.

**Laboratory Accreditation Body** – Carl said an update of the generic application had been discussed at the Orange County CA meeting. The committee was informally working through a draft of the merged Modules 1 and 3 in Volume 2. He said a revised ISO 17011 was in the draft stage, and asked the committees to get any comments to him before the voting close date of October 14. He indicated major changes were planned. Also, ISO 17025 proposed revision was planned. It was agreed Bob, Paul and Ken would hold a conference call with Carl to discuss this standard after it was in the draft interim standard stage.

**Stationary Source Audit Sample** - There was no report.

**Chemistry** – Richard reported that the NELAP Accreditation Council had voted negatively on the 2016 V1M4. He hoped their differences would be resolved with only editorial changes.

**Microbiology** – Robin said the committee had not had a conference call since the Orange County CA meeting.

**Whole Effluent Toxicity** – There was no report.

**Radiochemistry** – There was no report.

**Agenda Item 7** - SOP 2-103 – Initiate review and development.

Section 4.1 (Font Size and Type) was edited. Ken said he always did the final editing for consistency throughout the standard.

In Section 4.2 (Verb Tense) it was agreed to add the use of active voice where appropriate.

Ken questioned the proposed numbering of standards in Section 5.1. He felt this was unduly complicated and suggested a simpler numbering system such as, for example:

“EL-V1M1-2016-Rev.2.0”

There was general agreement on this.

Section 6 (Format) would be discussed on the next call. Ken suggested this could be simplified by providing a typical page from an existing final standard, so the formatting could be copied.

**Agenda Item 8 - New Business**

- a. Glossary of terms; Work Group activity

An e-mail had been received from Lynn Bradley, requesting additional terms to be added.

- b. Asbestos Expert Committee formation

Bob said there were now 4 members plus Carl who would be an Associate Committee Member. A conference call was planned to elect a committee chair. For an additional member, Shawn suggested contacting the RTI asbestos group.

- c. Future Meeting Schedule

Bob was concerned about the poor attendance on these calls and asked the members if an alternative date and time would be preferable. He said he would poll the group and report at the next meeting.

**Adjournment**

The meeting was adjourned at 2:30 pm EDT.

Consensus Standard Development Executive Committee

Conference Call

September 8, 2016; 1:00 PM EDT

1-605-475-6333; code 822174#

AGENDA

1. Roll Call
2. Approval of July 14, 2016 CSDEC conference call minutes; No quorum was present in Orange Co TNI meeting so no minutes will be presented.
3. Chair and Committee Member Training Update
4. Committee Charters – completed but please advise of any changes in membership/roles
5. Standards Activity Spreadsheet –Update
6. Expert Committee Reports and Status of changes for 2015 TNI standard
  - 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
7. SOP 2-103 – Initiate review and development
8. New Business
  - a. Glossary of terms; Work Group activity
  - b. Asbestos Expert Committee formation
9. Old Business