

Consensus Standards Development Executive Committee Meeting Summary

August 9, 2017

1. Roll Call

Bob Wyeth, Chair, called the meeting to order at 1:30 pm Eastern in Washington DC on August 10, 2017. Attendance is recorded below.

Attendance:

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

2. Committee Reports

Bob Shannon – Radiochemistry

The committee met earlier in the week. They are working on tools and training. The Small Laboratory Handbook has been handed off to Quality Systems. The Checklist has been completed.

Nicole – PT

Nicole provided an update on the status of the Standard. The committee completed a review of the PT Section of the Small Laboratory Handbook.

Ilona will forward a copy of the current Module 2 PT Checklist to Nicole. Nicole will review it to determine whether a checklist is still needed.

Tom – SSAS

SSAS is updating 2 of their 3 modules. The audit sample program is being revised. What was put in place in 2014 was written by PT people, but an audit sample is not a PT.

70% of audit samples in the country are being provided by 3 vendors. An audit sample needs at least two providers and the 3 in existence have been talking about dropping the program.

Tom noted that an audit sample from a provider is given a unique identifier, but lab may get the same audit sample more than once.

Audit samples – testers have an idea of the stack concentration.

Tom was asked to explain Audit Samples. He commented that they are a blind sample taken along when a stack is sampled. The testers have to run an audit sample every time a stack is sampled.

The committee is also looking at concentration ranges and looking at tables and coming up with a more feasible table.

Since the audit sample is not a PT sample, they will need to look at missing documentation for the Program because they will no longer be able to refer back to the PT Program documents. They will be adding requirements for significant numbers.

The committee needs 2 more members.

Kevin – FAC

The committee is in the process of reviewing the 2014 Standard – Vol 1 and Vol 2. Comments are now being solicited. Part of the session tomorrow will be for comments and there will be a webinar on September 15th to solicit more public comments. ISO 17025 could be available in 5-6 months.

Robin – Microbiology

Committee has been working on tools – Small Laboratory Handbook and the checklist.

Carl – LAB

LAB took July off. Their next meeting is tomorrow morning - Thursday. They have identified items of interest to TNI. There were things removed from Ch 6 of the 2003 Standard and they would like comment as to whether the current membership would like them put back into the Standard.

Bob Wyeth (Valerie) - Chemistry

They went through the Vol 1 Mod 4 Checklist earlier in the week and comments from the last ballot were reviewed.

Bob noted that Valerie commented that there was one comment still under debate, but the other comments were minor.

Nicole asked if the checklists were very helpful, since the ABs are not required to use them. Does anyone use the checklists? Each AB uses their own checklist. Some labs use them for internal audits.

Bob Wyeth - Asbestos

The committee met for the first time in July. They are starting to look at the Standard.

Paul - Quality

The Small Laboratory Handbook is coming along nicely. Chemistry will still need to review the section Paul prepared for them.

Quality Manual Update – Paul and Ilona are working on the Manual and will then distribute it for review. The DRAFT should be complete late Fall.

Bob Wyeth – WET

They are working on PTs. The process will have to go through the Environmental Laboratory Advisory Board (ELAB). It is a positive step. Maria (Chair of PT Program Executive Committee) made it to meeting too.

3. Glossary

A Glossary Task Group was developed and they pulled all the definitions from all the various TNI SOPs and documents. Bob went through the list and pulled out definitions he felt could be a problem. These definitions were reviewed today.

The intent is that this will be the master glossary and all TNI documents will need to conform to these definitions. It would make sense that TNI documents refer to this master list rather than relisting them in documents.

Definitions Reviewed:

Affiliate - Bob highlighted that they can vote. Leave as is.

Annual – There are different definitions being used. The proposal is that it is 12 months (+/- 2 months). Paul noted that in QS Section the term year is also used. Robin agreed with Paul and the Micro module supports this. A 12 month period means 12 months. The labs should define how they view 12 months or annual.

Carl noted a provision that people can permit a departure from a requirement.

Enforceability should be considered. It needs to be clearly defined if it is not 12 months.

Carl asked what the SLH states. Paul noted that the SLH does not add to the Standard.

Ilona asked if there is a definition for 12 month period or yearly. No.

Don't need minus on 12 months.

Associate Member –

Associate Members cannot vote. Affiliate members can.

Stacie thinks the definition for affiliate should say something about there being a need for a member to be an affiliate.

There were concerns raised about why Associate members can't vote and they are TNI members and Affiliates can vote and they are not members. Ilona noted that the main product of expert committees is the Standard and all TNI members can vote on that. Discussion will continue when next reviewed.

Batch -

Radiochemistry decided that analytical batch does not apply to what they do, so they use preparation batch. The definition will be separated. The preparation batch definition needs to come out of Module 6.

Consensus –

Bob asked if this definition is sufficient. He does not think it says enough. Group agrees. Continue to evaluate.

Data Integrity –
OK definition.

Disputing Party –
This definition is restrictive.

Document Class –
This definition is changing.

Enthusiastic Support –
Definition will be removed.

Final –
Needs to be updated.

Findings –
OK

Full AC Quorum – 2/3 members present.
General Business Quorum – 50%

Left in for NELAP. There is also a definition for Quorum.

High-Stakes Decisions -
Recommend pulling.

Interpretations of Standards
Recommend pulling.

LASEC –
Review list and remove committee name acronyms.

Low Stakes Decisions –
Recommend removing.

Manufacturing Lot –
Include under “Lot” definition and remove as a separate definition.

Measurement Quality Objective (MQO) –
Bob asked if there should be a definition for DQO. Bob will search other TNI documents and see if he can find its use. If so, it will be added.

Meeting –
PTPEC needs to remove reference in their version of this definition.

Meta-Decision –
Recommend pulling.

NELAP AC and NELAP –
Proposed to remove. Defined as used.

Primary AB - 2 definitions
Talk to Lynn about removing the first definition.

Non-NELAP AB –
SOP 1-108 needs to be reviewed to see if this definition is still needed.

NGAB –
Need to determine if this should be added.

PT Dates –
OK

Recognition -
There are two definitions for Recognition. Bob will combine the definitions into something more generic.

Short-Term Background Checks –
Leave as is.

Simple Majority Quorum -
Recommend removing.

Standard -
There are two definitions. The first definition will be used and the Standards will be updated as they are updated.

Stationary Source Audit Sample –
Change to Audit Sample

Suspension –
Combine two definitions. Nicole will look back at the Standard and see what can be done to combine these.

PT Board and PT Executive Committee –
Recommend removing. There is a list of acronyms

TNI Standard –
Remove Definition

Veto –

Ilona and Nicole will check to see if PTPEC still needs this definition and get back to Bob.

Withdrawing Accreditation –

Carl noted this is ISO language.

Bob added a few definitions that came up in Task Group discussion. He asked if they are worth pursuing and adding to the definition list.

Risk – Agree

Impartiality – Agree

Key Individual (however named) – Agree Robin thinks it is up to each organization to determine who the Key Individuals are.

Information Management – Remove ISO will define.

Remote Assessment – Agree

Normative – Agree (but pull definition from ISO)

Top Management – Agree Update definition

Checklists – Remove

White Paper - Remove

Article - Remove

Press Release - Remove

Reports - Remove

Approval – Remove

Thoughts on implementation of the glossary:

Ilona commented that some committees define terms as they use them in the text of a document and don't put them in the definition section. This can be seen in SOPs, Policies and Standards. Some definitions may be missing.

Robin emphasized that there has to be a mandate that these definitions be used for all documents being revised and developed in the future.

Definitions in documents will be updated as they are revised. Committees could continue to list definitions in documents or the glossary document needs to be continually updated and referenced. Some feel there should be no definitions in the documents – only a reference to the glossary should be approved. Since SOPs and Policies are sent to the Policy Committee, a committee can list the definitions that are not in the glossary and Policy can update the glossary with the new definitions and remove the definitions from the document being reviewed.

The Task Group will work on the glossary and it will go to CSDP for final review.

4. New Business

None.

5 Action Items

	Action	Who	When
1	Send Nicole a copy of the current Module 2 PT Checklist.	Ilona	Prior to next meeting.
2	Make changes to Glossary as discussed during meeting and send to Glossary Task Group.	Bob	Prior to next meeting.
3	Veto – Check with PTPEC to see if this term is still needed.	Nicole Ilona	Prior to next meeting.
4.	Talk to Lynn about removing definition of Primary AB.	Bob	Prior to next meeting.

6. Next Meeting and Close

Bob will schedule the next meeting by email. Meeting are usually the second Thursday of the month at 1pm Eastern.

Bob adjourned the meeting at 5pm Eastern. (Motion: Nicole. Second: Kevin. Unanimously approved.