

**SUMMARY OF THE
TNI CONSENSUS STANDARDS DEVELOPMENT
EXECUTIVE COMMITTEE MEETING
SEPTEMBER 12, 2013**

The Executive Committee held a conference call on Thursday, September 12, 2013, at 1:00 pm EST. Chair Bob Wyeth led the meeting.

Agenda item 1 – Roll call

Attendance:

Jeff Flowers, Accreditation Body	Present
JoAnn Boyd, At Large Member	Absent
Justin Brown, Field Activities	Absent
Richard Burrows, Environmental Measurement Methods	Present
Robin Cook, Microbiology	Present
Jessica Evans, At Large Member	Present
Maria Friedman, Stationary Source Audit Sample	Absent
Paul Junio, Quality Systems	Present
Shawn Kassner, Proficiency Testing	Present
Bob Shannon, Radiochemistry	Absent
Bob Wyeth, Chairman, At Large Member	Present
Ken Jackson, Program Administrator	Present

Agenda Item 2 – Review and approval of August 9, 2013 meeting minutes

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

Agenda Item 3 – Charter updates; inclusion of terms/new members

Bob reminded Committee Chairs to update their charters if there were any changes. He noted one had been received from Robin.

Agenda Item 4 – Request for Vice Chairperson

Bob explained the duties of the Vice Chair, which are principally to chair any meetings when Bob is unable to attend. It was moved by Shawn and seconded by Jeff to nominate Paul Junio as Vice Chair. Paul agreed to serve if elected. All were in favor and Paul was elected as Vice Chair of the Consensus Standards Development Executive Committee.

Agenda Item 5 – SOP 2-100 vote to approve

Ken explained the recent proposed changes to the SOP. The first was in the Tentative Interim Amendment (TIA) Section 5.6.9, where the language was changed to state that a TIA can remain

in effect until the next revision of the standard. This change had been proposed at the San Antonio meeting. The other change was in sections 5.4.5 and 5.5.1, which clarified that an Interim Standard only undergoes a repeat voting process if it has been modified. It was moved by Jeff and seconded by Shawn to approve SOP 2-100 as modified for submission to the Policy Committee. The following Committee Members voted in favor: Jeff, Shawn, Paul, and Richard. After the meeting Bob solicited e-mail votes from the remaining members and the following voted in favor: JoAnn and Justin. Consequently, the motion passed.

Agenda Item 6 – Review of Version 2 of SOP 2-100 for expert committees

Bob stressed the importance of stakeholders being familiar with the revised standards development process, to get full consensus. Up-front communication will be essential. Bob said he would prepare a list of other committee chairs and ABs as a resource for future communications.

Agenda Item 7 – Preparation for 2015 TNI Standard

Bob met with Sharon Mertens and Jerry Parr during the San Antonio meeting, and was told the Board of Directors would like the next version of the Environmental Sector Standard to be in 2015. Bob asked committee chairs to anticipate what activities are ongoing or planned and to target a completion date consistent with a 2015 publication date. That would necessitate most major changes to be completed in 2014.

It was again stressed that up-front communication of standards development will be required, principally through webinars. Robin confirmed she will be able to do that soon to get input for the proposed revision of the microbiology module. Shawn described the webinar that the PT Expert Committee presented on its MWDS. He said it was very successful. It was stressed that all stakeholders need to be invited, and it is hoped ABs in particular will attend. Ilona sets them up, and there is no cost except long-distance phone charges.

Agenda Item 8 – Action with/on SIRs

Paul said the Accreditation Council (AC) has access to a website where they can track all on-going SIRs and vote on them. He had requested access, so he might get insight into what they are looking for. This will help speed up the process. The SIR SOP does not include that loop, and there was general agreement that Expert Committee Chairs should have access. Bob said he would ask the AC to include that provision.

Agenda Item 9 – Expert Committee Reports

Quality Systems. Paul said the committee had not done much since the San Antonio meeting, but they had planned a call to just consider adding new Committee members. In particular, they needed an AB. They were planning further work on the Small Laboratory Handbook to assure its compliance with the 2009 standard. No major standard re-write was anticipated before 2015.

Microbiology. Robin reported she had asked all Committee Members to have specific proposed language changes by the next conference call. The committee had completed its review of the Small Laboratory Handbook Microbiology section. They planned to open the standard for revision at the San Antonio meeting. They had noticed, during the review of the handbook, that there were some things that needed some clarification in the standard. This would be an on-going process and they were also planning to introduce the framework for adding Crypto/Giardia and new technologies to the standard.

Proficiency Testing. The committee had met twice by teleconference since the San Antonio meeting. Shawn said subcommittees had been established for radiochemistry, microbiology, and Standards Interpretation Requests (SIR). The committee had started working on the Proficiency Test Provider Volume (V3), and had decided to rearrange the flow of the standard to match ISO 17043. The goal was to have both V3 and V4 (The PTPA volume) ready for the 2014 August meeting.

Field Activities. No report.

Accreditation Body. The committee had not met since San Antonio. The committee will be looking at the 3rd party assessor publication, and working with the IT committee on the electronic application. Jeff suggested program changes in Florida, which is moving to 3rd party assessment, might create an opportunity for changes to the standard. He commented that not many 3rd party assessors are able to cover drinking water as well as non-potable water, so it might be difficult for some laboratories to get the right assessment team. Bob commented it seemed unlikely any changes could be made in time for the 2015 standard.

Stationary Source Audit Sample. No report.

Chemistry. The committee was making good progress working through the voters' comments on its calibration VDS.

Radiochemistry. No report

Agenda Item 10 – Guidance Document for Development and Maintenance of Standards regarding structure, formatting and Style.

Jane Wilson had led the work on this document. Bob said He, Jane, and Kirstin had previously got it into a good draft form. Bob said he would send this to Jessica, who had agreed to pick up the task. He would also send the document out to everyone and ask for volunteers to help. It was hoped to complete this task within the next few months.

Agenda Item 11 – Webinars for information exchange

This had been discussed under Item 7 above.

Agenda Item 12 – New Business

a. ISO/ANSI Participation

During the San Antonio meeting, Carl Kircher had mentioned the need to vote on revising ISO 17025. Bob said he would ask Carl to clarify the role TNI should be taking.

b. Aquatic Toxicity Expert Committee

Two individuals in San Antonio had expressed an interest in forming this committee, and Jerry was in favor. Bob said he thought it might happen soon, and he would talk to those people.

c. Version control

Ken agreed to ask Jerry if this needs to go in the guidance document.

Robin raised an additional item. She asked if it would be a good idea to revise the charter to include terms of service. Bob said he would ask Jerry what he thought, and Ken said Jerry had proposed a more sweeping revision of the charter format.

Adjournment

The meeting was adjourned at 2:15 pm EDT.

LIST OF ACTION ITEMS TO BE COMPLETED

Item No.	Date Proposed	Action	Assigned to:	To be Completed by:
1	2/1/12	The Uniformity of Standards Committee should be re-constituted	Committee	Completed
2	2/1/12	The Executive Committee should prepare a summary of the CSDP plans for laboratory accreditation standard updates with projected time-frames, and submit this to the NELAP Accreditation Council.	Committee	Completed
3	3/8/12	Bob will forward the new roster for the AB Committee to Ken for posting on the website.	Bob	Completed
4	3/8/12	Joe Aiello's, list of notes in Volume 2 Module 1 of the standard will be studied by committee members.	All Committee Members	Completed
5	3/8/12	Jerry Parr, Paul Junio, Richard Burrows and Ken Jackson will be invited to a conference call re: the EMMEC/QS implementation Work Group	Bob	Completed
6	3/8/12	The revised SOP 2-100 and 2-101 will be sent to committee members for an e-mail ballot.	Bob	Completed

Item No.	Date Proposed	Action	Assigned to:	To be Completed by:
7	4/12/12	Review Joe Aiello's notes document	All Committee Members	Completed
8	4/12/12	A draft procedure for uniformity of standards review will be prepared and circulated	Bob	Ongoing
9	4/12/12	The draft Guidance Document for Development and Maintenance of Standards will be circulated to Committee Members	Bob	Ongoing
10	5/10/12	It will be recommended which of the notes should remain and which should eventually become standards.	Jane, Mitzi, Ken	Completed
11	5/10/12	A short e-mail will be drafted to the Expert Committee Chairs regarding how notes are to be used, and to clarify the use of any ISO notes.	Mitzi	Completed
12	5/10/12	A draft recommendation to the TNI BoD will be prepared on the proposed formation of additional Expert Committees.	Bob and Ken	Completed

Item No.	Date Proposed	Action	Assigned to:	To be Completed by:
13	5/10/12	A short draft to precede an SOP on the Uniformity of Standards process will be prepared.	Bob	Not yet determined
14	7/12/12	The memo on formation of new committees will be completed and sent to the Board of Directors	Ken, Bob	Completed
15	7/12/12	The report from the Standards Corrective Action Committee will be obtained and sent to CSD-EC members	Ken	Completed
16	9/13/12	Ken will discuss with Jerry the development of a tracking system for standards development, and will look for information on the way ASTM does it.	Ken	Completed
17	10/18/12	Bob will forward Kirstin's and Lynn's thoughts from the LASC on the Standards Corrective Action Committee to Ken.	Bob	Completed
18	9/12/13	Bob said will prepare a list of committee chairs and ABs as a resource for future communications on standards development.	Bob	Not yet determined
19	9/12/13	Bob will ask the AC to include the provision for Expert Committee Chairs to have access to the website where they can track all on-going SIRS.	Bob	Note yet determined

Item No.	Date Proposed	Action	Assigned to:	To be Completed by:
20	9/12/13	Bob will ask Carl Kircher to clarify the role TNI should be taking with regard to voting on ISO 17025 changes.	Bob Wyeth	Not yet determined
21	9/12/13	Ken will ask Jerry Parr if version control needs to go into the standards guidance document.	Ken	Not yet determined
22	9/12/13	Bob will ask Jerry Parr if it would be a good idea to revise the charter to include terms of service.	Bob Wyeth	Not yet determined

Consensus Standard Development Executive Committee
Conference Call
September 12, 2013; 1:00 PM EDT
1-626-677-3000; code 822174#
AGENDA

1. Roll Call
2. Review and approval of August 2013 minutes
3. Charter updates; inclusion of terms/new members
4. Request for Vice Chairperson
5. SOP 2-100 vote to approve
6. Review of Version 2 of SOP 2-100 for expert committees
7. Preparation for 2015 TNI Standard
8. Action with/on SIRs
9. Expert Committee Reports
 - a. Field Activities
 - i. Status to SRC
 - b. Proficiency Testing
 - c. Quality Systems
 - d. Accreditation Body
 - e. Stationary Source Audit Sample
 - f. Chemistry
 - i. Draft to Website
 - g. Microbiology
 - h. Radiochemistry
10. Guidance Document for Development and Maintenance of Standards regarding structure, formatting and Style.
11. Webinars for information exchange
12. New Business
 - a. ISO/ANSI Participation
 - b. Aquatic Toxicity Expert Committee
 - c. Version control