

**SUMMARY OF THE
TNI CONSENSUS STANDARDS DEVELOPMENT
EXECUTIVE COMMITTEE MEETING
OCTOBER 8, 2015**

The Executive Committee held a conference call on Thursday, October 8, 2015, 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
Justin Brown, Field Activities	Absent
Richard Burrows, Environmental Measurement Methods	Present
Robin Cook, Microbiology	Absent
Jessica Evans, At Large Member	Absent
Tom Widera, Stationary Source Audit Sample	Present
Paul Junio, Quality Systems	Present
Shawn Kassner, Proficiency Testing	Absent
Rami Naddy, WET	Present
Bob Shannon, Radiochemistry	Present
Bob Wyeth, Chairman, At Large Member	Present
Ken Jackson, Program Administrator	Present

Agenda item 2 - Results of ballot pending August 13, 2015 Call

A call had been scheduled for August, but was abandoned due to lack of a quorum. Therefore, Bob Wyeth had solicited e-mail votes on the following, which were all approved with 8 Committee Members in favor and one abstention:

- a. the June 12 minutes;
- b. the minutes from the joint CSDEC/LASEC/AC meeting in Chicago; and
- c. the Quality Systems Committee proposal to modify the standard by adding a definition of “lot”.

Agenda item 3 - SOP 2-100 required posting of QS proposal

The new SOP 2-100 requires expert committees to post a notice of proposed standards development and to solicit input from interested parties. This was to be done for the Quality Systems proposal to add a definition for “lot”. The need for a roster of e-mail recipients was discussed. Ken said he would put this together and send out the notification that would normally allow 30 days for input to be received. This modification was not expected to be controversial,

and in the interest of moving it forward quickly, it was decided to ask the e-mail recipients to send any comments within a week. Subsequent to the meeting the Program Administrator sent out the notice. However, this definition had already been included in the EL-V3 Proficiency Testing Voting Draft Standard and voting had now been completed without any negative votes or comments on that particular item. Therefore, the definition of “lot” had already been approved in the TNI Standard, obviating the necessity for it to be again voted on for inclusion in EL-V1M2. Instead, it could be included as an editorial change.

Agenda item 4 - Chair and Committee Member Training

Bob Wyeth issued the usual reminder to Chairs to have all Committee Members undertake the training.

Agenda item 5 – Changes to Committee Charters

a. SSAS Committee Charter revision

The only changes made were to the Committee Membership, and correction of a typographical error in success measures that referred to 2009. With these changes it was moved by Paul and seconded by Richard to accept the revised charter. All were in favor. Ken was asked to have it posted. Bob Wyeth reminded Committee Chairs to send any proposed changes to the charters to him.

Agenda Item 6 – Standards Activity Spreadsheet update.

Ken had updated the spreadsheet and had circulated it to the Committee. A few updates were suggested and the Chairs were asked to check their committee’s entries and send any changes to Ken.

Agenda Item 7 – SRC Activity

The SRC had reviewed EL-V1M1 and V2M2, and had not identified any issues that needed to be addressed. The proposed addition of “lot” in EL-V1M2 would be considered by the SRC (Note: subsequent to this meeting, it was determined that addition would be editorial and would not require SRC review – see Agenda Item 3 above).

Agenda item 8 - Expert Committee Reports

Field Activities. There was no report.

Proficiency Testing. Ken reported that the committee was currently considering voters’ comments on its V3 and V4 Voting Draft Standards. Comments on its V1M1 and V2M2 Interim Standards would be considered next.

Quality Systems. Paul said a Working Draft Standard (WDS) on “lot” was being prepared (subsequent to the meeting this was dropped as a WDS – see Agenda item 3 above), and a Voting Draft Standard (VDS) on support equipment (V1M1 Section 5.5.13.1) would be published shortly. The committee was also working on several Standards Interpretation Requests (SIR).

Chemistry. Richard reported the detection/quantitation language (V1M4, Sections 1.5.1 and 1.5.2) was currently out for vote as an Interim Standard. The committee was now considering future areas of V1M4 for revision in the 2020 standard. Scott Siders had changed his affiliation from “AB” to “Laboratory”, but the committee remained balanced. The terms of two “Other” members would expire in January 2016, and replacements would be sought. Ken said he would ask Ilona for a list of applicants.

Microbiology. There was no report, but it was noted the Voting Draft Standard for V1M5 would be considered by the Standards Review Committee.

Whole Effluent Toxicity (WET). Rami said the committee was still finalizing its goals and priorities, and these would be submitted to the CSDEC for comment. A document to provide information on the purpose of a WET PT had been drafted and sent to the PTEC and EPA.

Radiochemistry. Bob Shannon reported that, having finalized their standard, the committee was working on tools for implementation and training.

Agenda item 9 – Glossary of Terms

Bob Wyeth asked for volunteers to form a task group to develop the glossary. Tom said he would participate and would find out if he would be able to take the lead as chair.

Agenda item 10 - Status of Guidance Document for Development and Maintenance of Standards regarding structure, formatting and Style

Bob reported the request had been tabled by the Policy Committee who wanted information on how it would be implemented.

Adjournment

There being no other business the meeting was adjourned at 2:25 pm EST.

Consensus Standard Development Executive Committee
Conference Call
October 8, 2015; 1:00 PM EDT
1-605-475-6333; code 822174#
AGENDA

1. Roll Call
1. Results of ballot pending August 13, 2015 Call
 - a. June 12, 2015 minutes approved
 - b. Minutes from Joined CSDEC/LASEC/AC meeting at EMS approved
 - c. Proposal for Establishment or Modification to TNI Standard Form of QS committee approved.
2. SOP 2-100 required posting of QS proposal
3. Chair and Committee Member Training (<http://nelac-institute.org/eds/download/ChairTraining.php>)
4. Changes to Committee Charters
 - a. SSAS Committee Charter revision
5. Standards Activity Spreadsheet Update
6. SRC activity
 - a. EL-V1M1 and EL-V2M2
 - b. New QS changes for consideration
7. 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
8. New Business
 - a. Glossary of terms
9. Old Business
 - a. Status of Guidance Document for Development and Maintenance of Standards regarding structure, formatting and Style