

**SUMMARY OF THE
TNI CONSENSUS STANDARDS DEVELOPMENT
EXECUTIVE COMMITTEE MEETING
OCTOBER 18, 2012**

The Executive Committee held a conference call on Thursday October 18, 2012, at 1:00 pm EST. Chair Bob Wyeth led the meeting.

Agenda item 1 – Roll call

Attendance:

Joe Aiello, Accreditation Body	absent
JoAnn Boyd, At Large Member	present
Justin Brown, Field Activities	present
Richard Burrows, Environmental Measurement Methods	present
Maria Friedman, Stationary Source Audit Sample	absent
Paul Junio, Quality Systems	present
Mitzi Miller, Proficiency Testing	absent
Jane Wilson, At Large Member	present
Bob Wyeth, Chairman, At Large Member	present
Ken Jackson, Program Administrator	present

Associate Committee Members present: Robin Cook; Bob Shannon

Agenda Item 2 – Introduction of new members

Bob welcomed Robin Cook, Chair of the Microbiology Committee, and Bob Shannon, Chair of the Radiochemistry Committee. They will become CSD Expert Committees when their charters have been approved. It was noted the Radiochemistry charter is now ready for voting by the CSD-EC.

Agenda Item 3 – Review and approval of August 7 and September 13 meeting minutes

It was moved by Paul and seconded by Richard to adopt the August 7 minutes as presented, which had received votes by e-mail. All were in favor except Jane and Joe who abstained.

It was moved by Paul and seconded by Jane to adopt the September 13 minutes. All were in favor.

Agenda Item 4 – Review of Status of New Expert Committees

Bob Shannon reported that the Committee Members are mostly the same group that was the Quality Systems Radiochemistry Subcommittee. Therefore, they are off to a good start, having

held several conference calls since the Summer. The proposed charter was discussed. It showed the new committee had balanced membership, with two ABs, five laboratories, and four Others. It was moved by Paul and seconded by Jane to approve the charter subject to the name of the committee being corrected to Radiochemistry Expert Committee. The approved charter is attached. The motion passed unanimously, and Bob Wyeth announced the committee is now an official CSD expert Committee. Ken will provide an orientation to the committee during one of its upcoming conference calls

Robin Cook said the Microbiology Committee charter has been drafted, except the names of Committee Members still need to be added. She said, although a lot of people signed up at the Washington DC meeting, not enough have yet followed up. She has received seven applications, but two are from the same organization. As soon as possible she will add the Committee members to the charter and submit it to the CSD-EC for approval. Bob Wyeth will then circulate it for approval by e-mail. Robin will then let Ken know when the first conference call will be, so he can provide an orientation.

Agenda Item 5 – Expert Committee Reports

Stationary Source Audit Sample

No report

Field Activities

Justin reported they were still working through about 70 comments received on the WDS. He said Volume 1 was in good shape, but there were still about 20 issues to be resolved on Volume 2. A significant comment on PT would require the committee to add a PT framework, which would take time. However, they hoped to vote the standard out by mid-November.

Proficiency Testing

Mitzi had reported by e-mail that about 50 comments on the WDS had been divided between members and the committee was meeting every two weeks to resolve them. So far, about 8 comments had been resolved.

Quality Systems

Paul said there had been no conference call that month, and they were trying to re-schedule to find a better day of the month. They hoped to have a final vote on their VDS shortly. They were now handing radiochemistry over to the new committee, and planned to revise their charter accordingly. Bob Wyeth asked to have it before the next CSD-EC meeting.

Accreditation Body

No report.

Chemistry

Richard reported the committee had been meeting every two weeks and was close to finalizing its revised WDS, and was continuing to work on editing Appendix B of the 40CFR Part 136 MDL procedure. In response to a question, Richard said the calibration standard will apply to all matrices. He asked for opinions on whether to submit the calibration standard as a VDS, or wait until the detection and quantitation WDS had been prepared, presented, and modified before presenting them all together as a VDS. Bob Wyeth suggested doing it incrementally considering the pending update to the standards development process. Paul suggested, since Richard had estimated at least 6 months to complete detection/quantitation, it might be better to do all of it together. Ken asked if they intended to follow the new structure whereby they would next present a modified WDS, and Richard said they have yet to decide that and suggestions would be welcome.

Agenda Item 6 – Uniformity of Standards work group/Corrective Action Report/ Revision to SOP 2-100.

Ken and Jane will work on revising SOP 2-100 (Procedures Governing Standards Development) in accordance with the recommendations of the Corrective Action Committee.

Bob Wyeth suggested each Expert Committee should review standard changes from the other Expert Committees for consistency and conflicts with their own section of the standard. Jane agreed, but questioned where in the process it would be best to do it. It was suggested it should be done throughout the process. She asked if it could be done within the meetings of the CSD-EC. Bob Wyeth said it needs to be a formal process. Ken suggested doing it twice: at the WDS or modified WDS stage, and at the VDS stage. However, Paul thought too much review should not be done too early, because it might lead to too many more changes being made. Bob Wyeth thought it might, therefore, be best done after the VDS and at the Interim Voting Standard stage.

On the Editorial Board, Bob suggested their work should be near the end of the process, and he will forward Kirstin's and Lynn's thoughts from the LASC to Ken. It was questioned whether leaving it until near the end would be too late if a major unforeseen problem with the standard emerged. It will need to be decided who should be on the Editorial Board.

Agenda Item 7 – Guidance Document for Development and Maintenance of Standards regarding structure, formatting and style

Jane said she had received only one comment on her draft document. She said she would now send it out to Bob Shannon and Robin Cook for their input. The group would then get together one more time to finalize the document and then present to the CSD-EC.

Adjournment

There being no old business, the meeting was adjourned at 2:25 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	Not yet determined
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	Not yet determined
3	3/8/12	Bob will forward the new roster for the AB Committee to Ken for posting on the website.	Bob	4/3/12
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	4/12/12
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	3/22/12 Final approved SOPs sent to Policy Committee on 4/9/12

Item No.	Date Proposed	Action	Assigned to:	To be Completed by:
7	4/12/12	Review Joe Aiello's notes document	All Committee Members	Ongoing
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	Not yet determined
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	Not yet determined
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	8/1/12
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	Not yet determined
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	Not yet determined

Consensus Standard Development Executive Committee
Conference Call
October 18, 2012; 1:00 PM EDT
1-218-936- 4700; code 822174#
AGENDA

1. Roll Call
2. Introduction of new members
 - a. Robin Cook; Chair, Microbiology Expert Committee
 - b. Bob Shannon; Chair, Radiochemistry Expert Committee
3. Review and approval of September 13, 2012 meeting minutes
 - a. E-mail approval of August minutes
4. Review of status of new expert committees
5. Expert Committee Reports
 - a. Stationary Source Audit Sample
 - b. Field Activities
 - c. Proficiency Testing
 - d. Quality Systems
 - e. Accreditation Body
 - f. Environmental Monitoring Methods
 - g. QS Expert committee reorganization
6. Uniformity of Standards work group/Corrective Action Report/ Revision to SOP 2-100
7. Guidance Document for Development and Maintenance of Standards regarding structure, formatting and Style.
 - a. Status; feedback on approach
8. Old Business

COMMITTEE CHARTER

1. Committee Name: Radiochemistry Expert Committee	2. Version: 1	3. Date: 08/09/12
4. Mission Statement: To maintain the radiochemistry standard (TNI Volume 1, Module 6) based on public input; to provide technical assistance on issues related to radiochemistry; and, to develop tools that facilitate the implementation of the standard.		
5. Program Administrator: Ken Jackson		
6. Committee Members: <i>(indicate Chairperson, insert rows as necessary for additional members)</i>		7. Stakeholder Group: <i>(Accreditation body, laboratory, other)</i>
Bob Shannon, Chair		Other
Sreenivas Komanduri		AB
Marty Johnson		Lab
Dave Fauth		Other
Tom Semkow		AB
Chandra Eschandrasedkaran		Lab
Carolyn Wong		Lab
Keith McCroan		Lab
Todd Hardt		Other
Nile Ludtke		Other
Larry Penfold		Lab
8. Objectives: <i>(insert rows as necessary for additional objectives)</i>		
Review and revise standards based on input from all stakeholder groups		
Ensure that the Standard will produce data of known and documented quality		
Provide technical assistance such as responding to Standard Interpretation Requests (SIRs)		
Provide technical assistance in developing tools to facilitate the implementation of the standard		
Ensure continuity with TNI Volume 1 Modules		
9. Success Measures: <ul style="list-style-type: none"> • Improving the Standard, such as by: <ul style="list-style-type: none"> • Increasing the clarity of the intent of the Standard • Incorporating advances in technology • Timely development of standards • Prompt responses to SIRs 		
10. Key Milestones: <i>(significant events and corresponding dates)</i> <ul style="list-style-type: none"> • Forming the Committee to have balanced representation • Completing the Interim Draft Standard • Forwarding the Interim Draft Standard to LASEC and the NELAP AC • Issuing the Final Standard 		

11. Considerations: *(assumptions/constraints/obstacles/risks)*

Committee members are volunteers; limited funding. Committee will need to be brought up to speed on the historical aspect of the current Module.

12. Available Resources:

- Volunteer committee members
- TNI Infrastructure
- Environmental technical community
- Teleconference services
- Administrative support
- Technical editor support

13. Additional Resources Required:

- Travel funding

14 Anticipated Meeting Schedule:

- Monthly teleconferences
- Face to Face meetings during the semiannual TNI Forums
- Additional teleconferences and/or face-to-face meetings as needed