

**SUMMARY OF THE  
TNI CONSENSUS STANDARDS DEVELOPMENT  
EXECUTIVE COMMITTEE MEETING  
DECEMBER 10, 2015**

The Executive Committee held a conference call on Thursday, December 10, 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, Chemistry	Absent
Robin Cook, Microbiology	Present
Jessica Evans, At Large Member	Present
Tom Widera, Stationary Source Audit Sample	Present
Paul Junio, Quality Systems	Absent
Shawn Kassner, Proficiency Testing	Present
Rami Naddy, WET	Present
Bob Shannon, Radiochemistry	Present
Bob Wyeth, Chairman, At Large Member	Present
Ken Jackson, Program Administrator	Present

**Agenda item 2** – Review/approval of Minutes from October 8, 2015 and November 12, 2015 CSDEC conference call.

It was moved by Shawn and seconded by Robin to approve the minutes from October 8, 2015. All were in favor. It was moved by Robin and seconded by Bob Shannon to approve the minutes from November 12, 2015. All were in favor.

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

Bob Wyeth issued the usual reminder. Ken said he planned to present a webinar in the New Year on the new standards development procedures in SOP 2-100. This would also constitute committee member training.

**Agenda item 4** – Committee Charters

Bob Wyeth asked the chairs to send their 2016 charters, so they could be reviewed on the January call. He said he would contact Ilona to check if there were any format changes.

**Agenda item 5** – Standards Activity Spreadsheet

Ken circulated the latest updated spreadsheet. An SRC review date was missing from the EL-V1M4 Calibration Standard, and Bob Wyeth said he would provide it. Tom added that EPA had approved the SSAS standards on November 16. He said he would send the final standards to Ken for posting.

#### **Agenda item 6 – SRC activity**

The SRC was up to date with its reviewing.

#### **Agenda item 7 – Expert Committee Reports**

**Field Activities** - Justin had reported by e-mail that Kevin Holbrooks from JEA was voted as Committee Chair beginning in 2016, and Larry Duty from E-Lab was voted as Vice-Chair. The two members rotating off had been replaced with members of the same stakeholder group so balance would be retained. One committee member had been removed for lack of attendance and that seat would likely be replaced in the near future, from a list of several people who had expressed an interest in joining. The committee had voted to table consideration of the EPA Container Document, having been unable to generate any interest. He said it might be revisited in 2016. A subcommittee had been established to work on the Scope of Accreditation Guidance Document. The full committee had been unable to get past the clarification of technologies, and it was hoped the subcommittee would flesh out language that would be agreeable to the differing stakeholders. The charter was reviewed and would be voted on in about a week. The changes were very minor and they should be able to submit to CSDEC by the end of the year.

**Laboratory Proficiency Testing** – Shawn reported the committee had almost completed its consideration of voters' comments on the V3 Voting Draft Standard (VDS), and expected to complete doing so on the V4 VDS very soon. The voters' comments on the V1M1 and V2M2 Interim Standards would then be considered. It was hoped to complete all work on the "2015" standard by next March.

**Quality Systems** – Paul reported by e-mail that the VDS on Clause 5.5.13.1 had passed. It received 43 affirmative votes, 2 affirmative with comment, 3 negative with comment, and 1 abstention. He thought only one comment would require an extended discussion, but would probably be voted non-persuasive. The committee had cleared out all but one of its assigned Standards Interpretation Requests.

**Laboratory Accreditation Body** – Carl said there was no new activity to report. There would be a presentation on the generic application at the January Tulsa meeting, and he hoped it would be going for beta-testing.

**Stationary Source Audit Sample** - Tom reported that Volumes 1 and 2 of the standard had been approved by EPA. Mike Klein (NJ DEP) had been approved to re-join the committee after staying off for one year. The committee was getting quotes from gas sample manufacturers to provide test cylinders for the Method 25 (Non-Methane Carbon) gaseous audit samples.

**Chemistry** – Richard reported by e-mail that one unresolved comment on the Detection/Quantitation Interim Standard was being discussed with the commenter, and it was believed there was a path forward. He expected the responses to comments to then be voted on at the next meeting of the committee, and that should bring work for the 2015 standard to completion.

**Microbiology** – Robin said the responses to comments on the Interim Standard would soon be complete. She thought one negative vote might be withdrawn, since she had discussed the issue with the commenter.

**Whole Effluent Toxicity** - Rami said the charter was almost finished. Following a request from the Advocacy Committee they would be reviewing the WET section of the Quality Manual. The committee was comparing the 2012 and 2009 WET sections of the standard, and he thought it likely they would be recommending the 2009 version to go forward into the 2015 standard. Proficiency testing need more work, and the FoPT table had been approved.

**Radiochemistry** – Bob Shannon reported the 2016 charter was complete. At the January Tulsa meeting, training focused on Accreditation Bodies would be presented. A draft of the on-site checklist would soon be available.

#### **Agenda Item 8** – New Business

- a. Glossary of terms; Work Group Leadership

Tom volunteered to chair the workgroup, and Bob Wyeth said he would help him to get the group together. Bob Shannon and Rami volunteered to participate.

#### **Agenda Item 9** – Old Business

The Guidance Document remained tabled by the Policy Committee.

#### **Adjournment**

The meeting was adjourned at 2:15 pm EST.

Consensus Standard Development Executive Committee  
Conference Call

December 10, 2015; 1:00 PM EDT

1-605-475-6333; code 822174#

AGENDA

1. Roll Call
2. Review/approval of Minutes from October 8, 2015 and November 12, 2015 CSDEC conference call
3. Chair and Committee Member Training (<http://nelac-institute.org/eds/download/ChairTraining.php>) - reminder
4. Changes to Committee Charters- please submit as necessary; 2016 Charters now due for review and CSDEC approval
5. Standards Activity Spreadsheet –Update?
6. SRC activity
7. 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
8. New Business
  - a. Glossary of terms; Work Group Leadership
9. Old Business
  - a. Status of Guidance Document for Development and Maintenance of Standards regarding structure, formatting and Style (no change; still tabled by Policy Committee)