

SUMMARY

TNI CHEMISTRY EXPERT COMMITTEE MEETING

June 2, 2021

The Chemistry Expert Committee (CEC) met by teleconference on Wednesday June 2, 2021, at 2:00 PM ET. The teleconference was recorded solely for the purpose of preparation of the minutes. The recording will be deleted immediately upon generation of the draft summary of the committee meeting. Michelle Wade, CEC Chair led the meeting.

Roll Call

Joseph Manzella, OCSD (lab)	Absent
Jay Armstrong, VA DGS (AB)	Present
Nicole Cairns, NYS DOH (Lab)	Present
Paula Blaze, NJ DEP (AB)	Present
Eric Davis, Horizon (Other)	Present
Deb Gaynor, Independent Consultant (Other)	Present
Shawn Kassner, Pace (Lab)	Present
Max Patterson, UT DOH (AB)	Present
Charles Neslund, Eurofins (Lab)	Absent
Calista Daigle, Quality Consulting (Other)	Absent
Tony Francis, Saw Environmental (Other)- Vice Chair	Absent
Ali Boren, State of Vermont (AB)	Present
Lee Wolf, Consultant (Other)	Present
Chad Stoike, ALS Global (Lab)	Present
Michelle Wade, A2LA Workplace Training (Other)- Chair	Present
Robert Wyeth, Program Administrator	Present

The attached agenda (Attachment 1) was presented and accepted by the committee following a change to the New/Old Business. The question of the QS discussions regarding the Technical Director/Manager issue will be covered in the Competency Task Force presentation. Bob added a draft or proposed NOI for the committee's consideration. A quorum was present, and the meeting continued.

Associate members present were Kelvin Yung, Carl Kircher, Arthur Denny, Debbie Bond, Crystal Sheaf, Durant Maske, Antoine Chamsi, Derek Sirico, Autumn Fetty, David Smith, Karna Holquist, Adrian Gonzalez, Ryan Lerch, Kathy Mitchell, Valerie Slaven, Ashley Larssen, Jerry Parr and Amy Pollard.

May Meeting Minutes

The May 5, 2021, minutes were presented for review. A few minor editorials changes were suggested by Deb and incorporated in the final meeting minutes. Shawn motioned for acceptance which was seconded by Max and approved unanimously. May minutes will be forwarded to William for posting. A copy of the final May meeting minutes is attached below.



CEC Minutes
05.05.2021_Final.docx

Presentation from Aaren Alger – Competency Task Force

Jerry Parr, in Aaron's absence presented a report from the Competency Task Force regarding their proposal for resolution of the QS issue of definition of Technical Director/Manager. The report of the Task Force is presented below.



NewApproach2TDDr
aft052721.docx

The proposal from the Task Force was to retain language regarding guidance on competency of key management positions but to remove all references to specific education and/or experience criteria. The competency of these key management members of a laboratory would be at the discretion of the relevant AB. Jerry presented the "pros and cons" of the proposal and discussed the apparent AB position on the issue as well as reviewing the current regulatory requirements of some ABs. The CEC members were generally in support of the recommended approach being proposed by the Competency Task Force.

Training Reminder

Expert Committee training has been revised and will be available through a link on the TNI website. The link has yet to be established but Bob will advise ASAP. Participation in the training is required for all committee members and recommended for all committee associates. Michelle should be notified, with a cc to Bob, when each committee member completes their required training.

Summer Meeting Reminder

Summer TNI/NEMC meeting is to be held as both an in-person and virtual event. The CEC meeting is scheduled for August 2, 2021, at 1:30 PM PDT. Members should have received the Preliminary Program by mail, or they may find it on the TNI website. Registration for the meeting is now open.

Review of Charter

The Draft 2021 Charter was distributed prior to the meeting. The draft Charter was reviewed, and minor changes were made, and most revisions were accepted as presented. Due to time constraints, it was proposed that the committee's final review and approval would be completed by email ballot. The Final draft, as presented below, will be distributed to committee members for comment and/or their vote (yea or nea) to accept the draft document. A motion to this effect was made by Deb and seconded by Lee. The request for comments and/or an email ballot was distributed after the close of the committee meeting. Responses were requested ASAP as the Charter is to be provided to the CSDEC prior to July 1, 2021. Any substantive comments will require additional email correspondence between committee members to finalize the Charter in a timely fashion.

Unresolved SIR Review Work Group

The SIR Work Group reported that previously prepared responses to SIRs 390 and 391 were returned by the LASEC for further consideration by the CEC. The SIR Work Group met and proposed the attached 2nd responses to these SIRs.



SIR390approved1119 SIR391approved1119
20return2Chem05102' 20return2Chem05102'

A motion to approve the work group's response to SIR 390 was made by Shawn and seconded by Nicole. The motion was unanimously approved.

A motion to approve the work group's response to SIR 391 was made by Shawn and seconded by Lee. The motion was unanimously approved.

The revised responses to these SIRs will be forwarded by Michelle to the LASEC.

Module 4 (EL V1M4) Review

Due to time constraints, discussion of potential changes to EL-V1-M4 was tabled until the July meeting.

The July CEC meeting will continue the broad review process of the module. Michelle suggested that when actual re-writing of a specific section begins, Work Groups could be formed to address specific sections of the module to bring back to the full committee. This practice has been very effective in other expert committees.

Old/New Business

- **Proposed NOI**

Consistent with requirements of SOP 2-100, Rev. 3.4, as work is beginning on potential changes to V1M4, a notice of intent to modify the standard/module (NOI) is required to be prepared and presented to all potentially interested parties. Bob prepared a draft NOI for the committee future consideration and adoption. A copy of the draft NOI is attached below.



Notice of Intent -
Proposed NOI for CEI

On a motion by Shawn and a second by Paula, unanimously approved by the committee, the meeting of the committee concluded at 3:32 PM ET. The next scheduled conference call for the committee is Wednesday, July 7, 2021, at 2:00 PM ET.

Attachment 1

Chemistry Expert Committee Meeting
June 2, 2021; 2:00 PM ET
Call in: (712) 832-8330, code: 822 174#

Agenda

Michelle Wade, Chair
Tony Francis, Vice-Chair

1. Roll call
2. Approval/modifications of agenda
3. Review of May 5, 2021, committee minutes
4. Presentation from Aaren Alger – Competency Task Force
5. Training reminder/update
6. Summer Meeting Reminder
7. Review of Charter
8. SIR Review
 - SIR 390- Returned.
 - SIR 391 – Returned.
 - SIR 410 – NEW – but same question as 390
9. Module 4 (EL V1M4) review – Continued
10. Old/New Business
 - a. Proposed NOI