

**SUMMARY OF THE
TNI CONSENSUS STANDARDS DEVELOPMENT
EXECUTIVE COMMITTEE MEETING
FEBRUARY 14, 2019**

The Executive Committee held a conference call on Thursday, January 10, 2019, at 1:00 pm EST. Chair Paul Junio led the meeting. The meeting was recorded and the recording deleted upon completion of the draft meeting summary.

Agenda item 1 – Roll call

Attendance:

Carl Kircher, LAB	Present
Kevin Holbrooks, Field Activities	Present
Valerie Slaven, Chemistry	Absent
Robin Cook, At Large Member	Absent
Tom Widera, Stationary Source Audit Sample	Present
Paul Junio, At Large Member	Present
Nicole Cairns, Proficiency Testing	Present
Jessica Jensen, Quality Systems	Present
Rami Naddy, WET	Present
Kasey Raley, Microbiology	Absent
Terry Romanko, Radiochemistry	Absent
Myron Getman, Asbestos	Present
Ilona Taunton, TNI Staff	Present
Lynn Bradley, TNI Staff	Present
Robert Wyeth, Program Administrator	Present

A quorum was present and the meeting proceeded.

Agenda item 2 – Committee Membership update and open “at-large” member

Bob Wyeth initiated the meeting, after roll call, by reminding members of Paul's assumption of duties as Chair of the CSDEC and his new position as the Program Administrator for this executive committee. A volunteer for a committee vice chair was solicited but no volunteer was heard; Paul will presume. This change in committee membership opens a position for a member-at-large spot on the committee. Discussion continued as to whether an AB might be invited to the committee to insure their presentation. While balance is not a requirement of this committee, an additional AB was suggested. Following further discussion, Bob will contact Jerry reference appropriateness of an ex-officio or associate members to CSDEC.

On an additional note, Kevin who has been filling in as chair of FAC for Shannon Swantek is relinquishing the position to Scott Haas as the new chair; Shannon will assume the position of vice chair. Kevin and Tom (who rotates off SSAS next year) expressed interest in the open at-large position. Lynn reported that Aaron Alger had also requested, not necessarily an AB but a representative of the AC being a member of the committee

Agenda item 3 - Review and approval of January 10, 2019 meeting minutes.

The minutes from the January meeting were presented. Carl made a motion to accept and Myron seconded the motion, the motion was passed unanimously of members present and will be posted.

Agenda item 4 - SRC re-constitution

As standard changes are anticipated, the Standards Review Council (SRC) will need to be utilized. Past membership was reviewed and volunteers were sought. Bob reminded chairs of expert committees are members of the SRC, as appropriate. Kevin and Carl will continue but Carl recused himself from review of the changes to his committee modules. Nicole volunteered to serve and Paul will reach out to other past members of the SRC regarding their willingness to serve. Paul as chair of the CSDEC will chair the SRC.

Agenda Item 5 -- Chair and Committee Member Training

Paul reminded the chairs to have all members take the training, available at <http://nelac-institute.org/eds/download/ChairTraining.php>

Revision is anticipated for webinar presentation; Paul and Bob will be primary authors and developers of the new training.

Agenda item 6 – Updates to Standards Activity Spreadsheet

There were no updates since the previous meeting. Bob will be taking it other but needs to consult with individual chairs to update the Standards Activity Spreadsheet (SAS).

Agenda item 7 -- SIR Review and updating

Each committee, as necessary, has been asked to review their SIRs for completeness and resolution. The format that Nicole and the PT committee used to respond to this request has been selected as the appropriate format for all committees to use; this format is also believed to assist in 2016 Standards implementation. Subsequently a new table will be sent to each committee for their use; Ilona volunteered her assistance as needed.

Agenda item 8 -- Establishment of Task Force for review of Standard Development Process

As a result of the “Lessons Learned” documents including comments from this committee, the LASEC and the AC, it has become apparent that the standards development process, while remaining acceptable to ANSI, could be modified to be smoother and more transparent. To accomplish this it is suggested that a small task force consisting of LASEC, AC and CSDEC members review and modify the process accordingly.

Paul would chair this task force. Representatives from LASEC, AC and CSDEC will be solicited.

Agenda item 9 - Potential changes to SOP 2-101 Rev. 2.1

Note: the incorrect previous reference to Rev. 1.2; the correct revision is 2.1

After review by the Policy committee and the TNI Board of Directors, the latest proposed change to the language of the Expert Committee Operations SOP 2-101 follows (proposed text for §2.3.3):

Organizations may have more than one Committee Member on an Expert Committee. An organization is a company, state government, EPA Program/Office/Region, or other federal agency. However, membership on an expert committee is limited to two members of a single organization without the recommendation of the full CSDEC and the approval of the TNI Board of Directors.

As TNI and all Committees are striving for diversity within all Committees, membership should preferentially reflect volunteers who are representative of all sectors of the accreditation community. While balance/lack of dominance by any stakeholder group must be ensured, Committee Chairs and the CSDEC Chair will further ensure, through the membership nomination and approval process that the overall interests of all members of the accreditation community can be maintained.

The CSDEC Chair and applicable expert committee chair(s) on January 1 of each year (the beginning of any new terms or conclusions of terms for current members), will review expert committee membership rosters to ensure balance/lack of dominance, general make up of the committees and appropriate representation by the overall accreditation community.

A motion was made to accept this modified language by Carl with a second from Jessica. Voting to approve was unanimous. The revised copy was submitted to Policy Committee for approval.

Agenda Item 10 -- Committee Reports

Proficiency Testing – Short meeting earlier this month. Will be attempting to reconstitute minutes from Ken's absence. Re-voting will be necessary if minutes cannot be reconstructed to illustrate motions, and votes. Committee will continue to work SIRs as/if necessary. Committee will also be reviewing the DoD QSM relative to the TNI Standard.

Field Activities – Met today. Scott Haas elected chair with Shannon as vice chair. Reviewed draft of revised module specifically relative to ISO. Review will continue and committee anticipates presentation in Jacksonville.

Quality Systems – Reported that meeting was rescheduled for 2/21/2019. As a result of the Milwaukee meeting, basically starting over with the definition of Technical Manager with consideration of ISO. Will be addressing SIR as presented earlier in this summary.

Laboratory Accreditation Body – Comments from Milwaukee were incorporated where appropriate; changes to be approved at next meeting. Outline of changes to V1M2 will be supplied to Bob for posting. Suggestion was to consider a webinar to secure public comment in addition to TNI stakeholder input. A VDS is anticipated to be delivered immediately following presentation of the outline review/comment period including any changes resulting from that process.

Stationary Source Audit Sample – Continuing with SOPs for expanding concentration ranges, webinar planned for 2/27/2019 to review changes to the SSAS module.

Chemistry – In Valerie's absence, Bob reported for the CEC. New committee members were introduced. Milwaukee discussed LASEC comments on the LOD/LOQ guidance document. With a quorum present, responses and resulting clarifying language was added to various sections of the document and approved by the CEC. Modified guidance language will be returned to LASEC for their approval. SIR reviews will continue.

Microbiology – Robin was conducting implementation training for the micro module in CA. Ilona reported they are re-working comments on an SOP, method codes and on review of SIRs. The committee also continues to work on the issue of Technical Director definition.

Whole Effluent Toxicity – This committee is also contributing to the issue of Technical Director definition; their draft language was presented to QS in Milwaukee. Demonstration of Capabilities for WET also continues to be problematic but is a continuing topic of discussion. ELAB attempting to said up meeting including EPA office and WET.

Radiochemistry – Technical director discussion in Milwaukee developed what are believed to be viable suggestions which will be forwarded to QS. New training being developed for Jacksonville meeting. Have not taken any action regarding the standard to date. FoPT limits and calculation of same are being reviewed.

Asbestos – Committee had completed initial review of the module and proposed change within a draft document. Apparently this draft however was in Ken's possession and the most recent version is not available; Myron to supply Bob with his last draft while Bob investigates potential to retrieve other files. Ilona will continue to support this committee activity for the time being.

Bob inquired as to the potential financial impacts of changes to the asbestos module. Myron classified the proposed changes as structural and believed that a positive financial impact should be realized by any stakeholders.

Agenda Item 11 – New/Old Business

None presented.

Adjournment

It was moved by Myron and seconded by Kevin to adjourn at 2:15 pm EDT. All were in favor. The next meeting of the CSDEC will be March 14, 2019 at 1:00 PM ET.

Consensus Standard Development Executive Committee
Action Items

Date	Action #	Description	Responsibility	Completion Date
2/19/2019	1	Contact Jerry reference ex-officio and/or associate representation from AB	Bob	2/19/2019
2/19/2019	2	Vice Chair of CSDEC	Paul	
2/19/2019	3	Reconstitute SRC	Paul	
2/19/2019	4	Develop new Committee and committee chair training	Bob and Paul	
2/19/2019	5	Communicate with each expert committee chair to update Standards Tracking form	Bob	
2/19/2019	6	Insure Radiochemistry Standard submitted to ANSI	Bob	
2/19/2019	7	Post outline from LAB for comment	Bob	
2/19/2019	8	Task Force for modification of SOP on Standard Development	Paul	
2/19/2019	9			

Consensus Standard Development Executive Committee
Conference Call
February 14, 2019; 1:00 PM ET
Dial-in-number: 1-712-832-8330; code 822174#

NOTE: new dial-in number and code

1. Roll Call
2. Committee Membership update and open “at-large” member
3. Review and approval of January 10, 2019 meeting minutes (attached)
4. SRC re-constitution
5. Chair and Committee Member Training reminder
(<http://nelac-institute.org/eds/download/ChairTraining.php>)
 - a. Intent to revise
6. Updates to Standards Activity Spreadsheet
7. SIR Review and updating
8. Establishment of Task Force for review of Standard Development Process
9. Potential changes to SOP 2-101 Rev. 1.2 (see attached)
10. Committee Reports
 - a. Proficiency Testing
 - b. Field Activities
 - c. Quality Systems
 - d. Accreditation Body
 - e. Stationary Source Audit Sample
 - f. Chemistry
 - g. Microbiology
 - h. Whole Effluent Toxicity
 - i. Radiochemistry
 - j. Asbestos
11. New/Old Business