

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

The Executive Committee held a conference call on Thursday, March 14, 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	Present
Robin Cook, At Large Member	Present
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	Present
Myron Getman, Asbestos	Absent
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 – Vice Chair Nomination and open “at-large” member**

Paul addressed the duties and responsibilities of the Vice-Chair role and asked for volunteers. Jessica Jensen volunteered and a motion of acceptance was made by Kevin and seconded by Tom. Jessica was established as the Vice-Chair after a unanimous vote of the members present.

The at-large position was discussed further with interest expressed from Kevin as Scot Haas will be joining the committee as the new chair of the FAC. Kevin was nominated for the open at-large position and a motion by Jessica and a second by Nicole was made. A unanimous vote of the committee followed approving Kevin to the at-large position.

CSDEC discussed an ex-officio member to the executive committee. No response to date from the AC Chair. Paul to follow-up.

**Agenda item 3 - Review and approval of February 14, 2019 meeting minutes.**

The minutes from the February meeting were presented and a few editorial changes were made. Rami made a motion to accept and Jessica seconded the motion; the motion was passed unanimously of members present and will be posted.

**Agenda item 4 -Establishment of Task Force for review of Standard Development Process**

Task force consisting of Paul, Aaron Alger, Judy Morgan, Nicole Cairns and Bob Wyeth, has been formed. Paul as the chair of the task force is soliciting comments and suggestions with hopes of progress/ formal initiation of discussions to potentially modify the process within 10 days.

#### **Agenda Item 5 -- SRC re-constitution**

Paul requested volunteers. Any interested members should contact Paul. Paul will also reach out to others. Jessica suggested Michelle Wade as a SRC participant. Currently SRC is Paul, Bob, Carl, and Kevin. If Michelle is willing to serve, it is felt this group is staffed sufficiently to meet the goals of the SRC.

#### **Agenda Item 6 - 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 7 – Updates to Standards Activity Spreadsheet**

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

#### **Agenda item 8 -- 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 was sent to each committee for their use; Ilona volunteered her assistance as needed. This review and updating of the spreadsheet information needs to be completed by August 2019.

#### **Agenda Item 10 -- Committee Reports**

Proficiency Testing – Pieced together old minutes and reapproved past committee minutes, election of chair and vice-chair. Working on reapproval of new members which were also lost on Ken's passing. Discussed comparison of DoD vs TNI 2016 standard; should complete on next call. Hopeful of a return of the TNI PT module back into the DoD document. Finalizing SIR responses and will revote to approve.

Field Activities –Committee updating standard consistent with ISO and eliminating duplicate language. Meeting twice a month in order to have the standard for presentation in Jacksonville.

Quality Systems – Working on SIR spreadsheet. Added new members to committee. Continued to talk about technical manager. At this time it appears as the Radiochemistry definition for the technical director is the “model” to be pursued.

Laboratory Accreditation Body – Looking for outline and standard to be posted on the website. Being resolved and will be posted soon. Posting and comment response will precede ANSI notification of a VDS.

Stationary Source Audit Sample – Reviewing outlines for the upcoming webinar to be presented on proposed modification to their standard. Need to coordinate some proposed changes with EPA to ensure compliance; have yet to receive EPA response and may need to propose webinar.

Chemistry – Reviewing SIRs, responses after discussion and committee resolution assigned to committee member for written responses. These responses will be discussed and approved at the next meeting.

Microbiology – Finalized membership and will submit to Paul. Reviewed SIR spreadsheet. Finalized SIR 301 which had been returned to the committee; voting via e-mail. Also completed inputs as requested on the remainder of the SIR spreadsheet also requiring approval.

Whole Effluent Toxicity – Reviewing the one SIR they have. Completed revisions to technical manager for review by others. Potential meeting through ELAP regarding EPA DMRQA program. Have one new member and seeking another. Continuing to work on the standard particularly regarding DOCs.

Radiochemistry – Within the committee, working on harmonizing word and excel versions of the checklist. Training in Jacksonville will be on gamma spectroscopy and its relationship to accreditation. Beginning to review some suggested changes to the standard.

Asbestos – No meeting last month; continuing at attempts to recover latest version of the changes to their standard which were apparently lost due to Ken's passing. Will likely have to return to older drafts and repeat the process.

#### **Agenda Item 11 – New/Old Business**

Internal Audit Checklist review – some checklists need to be updated and/or when do checklists need to be updated? Suggested that checklists reviews/updates be completed when SOPs are modified. Process to accomplish is up to each committee. After committee approves any changes, the checklists would be submitted to the Policy committee for review and then to William for input into the database.

Each committee should review checklist by fall of 2019 to insure checklists are appropriate for use in 2020 audit process.

Acknowledged Robin Cook's acceptance of the Small Lab Advocate position and all wished her success and assistance if needed.

#### **Adjournment**

It was moved by Robin and seconded by Rami to adjourn at 2:15 pm EDT. All were in favor. The next meeting of the CSDEC will be April 11, 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	3/14/2019
2/19/2019	3	Reconstitute SRC	Paul	With Michelle Wade acceptance 3/14/2019
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	TF established; comments sought
3/14/2019	9	Complete SIR spreadsheet review by August, 2019	Committee Chairs	
3/14/2019	10	Access to Internal Audit Database	Bob	

Consensus Standard Development Executive Committee  
Conference Call  
March 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. Vice Chair Nomination and open “at-large” member
3. Review and approval of February 14, 2019 meeting minutes (attached)
4. Establishment of Task Force for review of Standard Development Process
  - a. SOP 2-100 & Lessons Learned Document
  - b. Aaren Alger, Bob Wyeth, Judy Morgan, Nicole Cairns, Paul Junio
5. SRC re-constitution – members needed
6. Chair and Committee Member Training reminder  
(<http://nelac-institute.org/eds/download/ChairTraining.php>)
  - a. Intent to revise (via SOP 1-101)
  - b. Membership / Balance / Charters
7. Updates to Standards Activity Spreadsheet
8. SIR Review and updating – due August, 2019
9. 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
10. New/Old Business