

**SUMMARY OF THE
TNI CONSENSUS STANDARDS DEVELOPMENT
EXECUTIVE COMMITTEE MEETING
JUNE 13, 2019**

The Executive Committee held a conference call on Thursday, June 13, 2019, at 1:00 PM EST. Chair Paul Junio led the meeting. The Agenda for the meeting is presented as Attachment 1.

Agenda item 1 – Roll call

Attendance:

Carl Kircher, LAB	Present
Kevin Holbrooks, At-Large Member	Present
Valerie Slaven, Chemistry	Absent
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	Absent
Kasey Raley, Microbiology	Present
Scott Haas, FAC	Absent
Terry Romanko, Radiochemistry	Present
Cathy Westerman, VA DCLS, Ex-Officio	Present
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 - Review and approval of May 9, 2019 minutes

The minutes from the May meeting were presented. Nicole made a motion to accept and Robin seconded the motion; the motion was passed unanimously. Final minutes will be forwarded to William for posting.

Agenda item 3 - Standard Development Task Force

Bob provided potential changes to SOP 2-100 to address issues presented in the “Lessons Learned” document. Paul to distribute these proposed changes to Task Force members for review and preparation for a meeting of the group in Jacksonville.

Agenda Item 4 – SIR Determination of Validity

Lynn described the current process for SIRs. LASEC and AC Chairs determine whether the SIR is valid or not. Valid being defined as being resolvable through a clarification of the standard. A committee chair requested that expert committee should have a role in this determination. Issues with this approach include the difficulty of decision making with too many people and more importantly the time element to come to a decision. Currently the process takes but a few days; adding others would increase the time to decide by months. On reflection, LASEC did think that knowledge of these SIR requests could be helpful to the expert committee. Subsequently it is proposed to share incoming “blinded” queries with committees on some regular basis.

CSDEC committee chairs support this idea and after some debate believed that a quarterly report to the chairs would be sufficient for their purposes. This distribution of information would also include Robin as the Small Lab Advocate. This report would be for information purposes only and does not require a response.

Agenda Item 5 – Committee Member Spreadsheet Reminder

Committee Membership spreadsheets are current and stored in DropBox. Spreadsheets are updated periodically as necessary by Program administrators. Committee chairs should share any changes with their Program Administrator. Any committee chairs who want to add associates to their distribution list can provide a list of names and e-mail addresses to Bob.

Agenda item 6 – Updates to Standards Activity Spreadsheet

With completion of the response to the upcoming ANSI audit, the Standards Activity Spreadsheet, to the extent possible, is up to date. Some information remains missing as a result of the loss of Ken's files.

~~Agenda item 7 – Updates to Standards Activity Spreadsheet~~ – Duplicate Agenda Item

Agenda Item 8 -- Committee Reports

Proficiency Testing – Have not met since last call, call was postponed. Continuing to look at DoD/DOE versus TNI regarding PT requirements. Also finalizing plans for the Jacksonville meeting.

Field Activities – Kevin reported for FAC; continue to revise standard and including use of the ISO format. No SIRs. Draft VDS being prepared; Need to submit summary and outline consistent with SOP 2-100 (likely in September with public meeting in October)..

Quality Systems – Discussed the definition of the technical manager. Some problematic issues with current AB requirements must be resolved. Committee also working on the implementation of ISO 17025 into the QS module.

Laboratory Accreditation Body – Meeting to discuss comments and will continue to collect comments to be addressed by the committee. Plan is to develop a final VDS for presentation and discussion. Once the comment period closes, A BSR-8 will be filed with ANSI.

Stationary Source Audit Sample – SSAS has had a major development resulting in a suspension of EPA's approval of the program. EPA requires at least 2 PTPs and after SIGMA announced to their customers that they were discontinuing participation that left only one PTP, ERA. Essentially the program is on an indefinite hold with the program now being voluntary as opposed to required. State/AB input is such that while they cannot require participation, they strongly recommend inclusion/continuation in the program. The committee has also initiated a survey through the TNI website regarding the value and utility of the SSAS program. The committee is continuing to work on revisions to there standard which will be the major topic of their meeting in Jacksonville.

Chemistry – Chemistry committee is working to resolve some final comments from the LASEC on a number of SIRs. The committee was also awaiting final comments from the LASEC regarding the LOD/LOQ guidance documents. After the numerous reviews, rewrites and discussions with stakeholders it was determined that the current document was confusing and in need of clarification. Jerry accomplished this final rewrite, without any technical changes but merely to improve the presentation and understanding of the document and with LASEC agreement has forwarded the document to the Chemistry committee for its approval. The committee is also in the process of electing a vice-chair.

Microbiology – Continuing to debate/discuss the issue of definition of the Technical Manager (i.e., major issue is education vs. experience). Method codes are yet another issue to be addressed. Planning for the Jacksonville meeting.

Lynn presented an update regarding the overall issue of method codes from yesterday's BoD meeting. Proliferation of analyte and method codes and the inherent difficulties in the current process has resulted in the formation of a Task Force/Work Group to standardize/formalize the process. The question has been tabled however until the strategic planning meeting scheduled for this fall in the DC area.

Whole Effluent Toxicity – Interactions with EPA are stalled. Past ELAB chair working to put something for consideration in Jacksonville but committee is unsure as to what that will be. ELAB is supportive of WET committee's position as is DMRQA but program offices have no ideas how to resolve this issue. On the standards front, still working on a WET approach to DOC; plan to discuss in Jacksonville.

Radiochemistry – Not met since last CSDEC call. Training on track for Jacksonville.

Asbestos – Working on modifications to their standards. Will soon be presenting their Summary and Outline for publication; VDS hopefully by the next winter meeting.

Agenda Item 9 – New/Old Business

Kathy reported that the AC was encouraging comments on the newly posted V2 of the standard from the LAB.

Although not on the agenda, Paul reminded attendees of the committee chair and member training available on the TNI website.

The review of checklists relative to Annual and 5 Year Internal Audits will be postponed from this meeting and will be addressed during the July, 2019 conference call.

At Jessica's request, Bob reviewed the process (SOP 2-101) for committee members and attendance requirements/expectations.

Adjournment

It was moved by Robin and seconded by Jessica to adjourn at 2:28 PM EDT. All were in favor.

The next meeting of the CSDEC will be postponed relative our regular schedule and held on July 25, 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	On-going
2/19/2019	5	Communicate with each expert committee chair to update Standards Tracking form	Bob	4/11/2019
2/19/2019	6	Insure Radiochemistry Standard submitted to ANSI	Bob	
2/19/2019	7	Post outline from LAB for comment	Bob	4/17/2019
2/19/2019	8	Task Force for modification of SOP on Standard Development	Paul	On-going; requested meeting in Jacksonville
3/14/2019	9	Complete SIR spreadsheet review by August, 2019	Committee Chairs	
3/14/2019	10	Access to Internal Audit Database	Bob	
4/11/2019	11	Contact Jerry regarding reserving of module names based on consolidation of V2M1 and V2M3	Bob	Hold as "RESERVED" 5/10/2019

ATTACHMENT 1

Consensus Standard Development Executive Committee Conference Call

June 13, 2019; 1:00 PM ET

Dial-in-number: 1-712-832-8330; code 822174#

1. Roll Call
2. Review and approval of May 9, 2019 meeting minutes (attached)
3. Standards Development Task Force
4. SIR Determination of Validity
5. Committee Member Spreadsheet reminder
6. Updates to Standards Activity Spreadsheet
7. Updates to Standards Activity Spreadsheet
8. 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
 - k. Accreditation Council
9. New/Old Business