

**SUMMARY OF THE  
TNI CONSENSUS STANDARDS DEVELOPMENT  
EXECUTIVE COMMITTEE MEETING  
APRIL 9, 2020**

The Executive Committee held a conference call on Thursday, April 9, 2020 at 1:00 PM EST. Chair Paul Junio led the meeting. The meeting was recorded for the sole purposes of preparation of the minutes. The recording was deleted immediately after minutes were created. The Agenda for the meeting is presented as Attachment 1. No additions were made to the agenda and it was accepted as presented. Paul advised that “Welcome New Members” on the agenda was an inadvertent carry over from the previous agenda and was removed.

**Agenda item 1 – Roll call**

Attendance:

Carl Kircher, LAB	Absent
Kevin Holbrooks, At-Large Member	Absent
Valerie Slaven, Chemistry	Absent
Robin Cook, At Large Member	Present
Sheri Heldstab, Stationary Source Audit Sample	Present
Paul Junio, Chair, At Large Member	Present
Kirstin Daigle, Proficiency Testing	Absent
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
Michelle McGowan, 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 March 12, 2020 minutes**

The meeting minutes were reviewed. A motion to accept was made by Terry and seconded by Kasey. The motion passed unanimously; Sheri abstained. Minutes will be forwarded to William for posting.

### **Agenda Item 3 – Standards Development Task Force**

Paul reported work continues on SOP 2-100 and should be finalized soon. The Task Force will continue with revisions to SOP 2-101 and development of a new SOP on Membership and Application Management.

### **Agenda Item 4- Reminders**

Committee Member Spreadsheet/Chair & Committee Member Training (<http://nelac-institute.org/eds/download/ChairTraining.php>) - Paul reminded participants of the requirement. Training modules are being updated. As the new training will follow the revision of SOP 2-100, training for now and the near future should utilize the admittedly outdated materials in the attached link. Elements of the new training modules under development are being gathered by both Bob and Paul for future use in development of TNI training. The new training efforts will be more expansive and include all committees if possible.

### **Agenda Item 5 – Internal Audits Update**

Internal audits checklists have been completed and the SOP has been approved as well. All committee chairs should have received an e-mail from Ilona concerning the means by which each committee can indicate the proposed corrective actions. Each Committee's PA will work with committee chairs to complete the task by May 31, 2020

### **Agenda Item 6 – ANSI Audit status**

No response to TNI audit response had been received so Bob contacted ANSI as to status. ANSI stated that our response would be reviewed by their executive committee on May 13, 2020 as it was not addressed in their last meeting in February. Their response will follow that meeting. Previous discussions with ANSI had suggested a wide range of options that could result. This latest response tended to suggest a suspension and a need for a follow-up audit. What a suspension would mean to TNI is not exactly clear but all committee should carry on with all planned activities.

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

No changes to the spreadsheet.

### **Agenda Item 8 – Glossary Update**

Paul has collected all definitions from applicable TNI documents for comparison to the existing glossary. Bob and Paul will work to provide a spreadsheet of glossary terms for the Work Group's review. Common terms currently presented in the existing glossary will be removed and users will be directed to a dictionary for such definitions. Bob will also investigate terms used in relevant ISO documents for comparison/potential inclusion in the TNI glossary. No

decisions have yet been evaluated as to where the finished product will reside within TNI documents.

### **Agenda Item 9 – Committee Reports**

Proficiency Testing – Committee is formulating its plans for issues to be addressed in future revisions to their module. They also discussed at length issues arising from the COVID19 pandemic as it impacts PT studies and reporting. As a result of efforts of PTEC, PTPEC and the AC, guidance is being prepared for the laboratory stakeholder community.

Field Activities – Committee continues to work on updates to their standard. Still experiencing some pains in dealing with PowerDMS but progress is being made. Will be seeking comments during the Minneapolis meeting followed by a re-write of their drafts and a VDS by fall. Attentions will then turn to ISO 17011 and its potential influences on the standard.

Quality Systems – Has not met since last call. Continue to work through potential changes to their standard and addressing the issue of definition of Technical Manager.

Laboratory Accreditation Body – Committee still is working to address comments. Recent focus has been on assessor training and qualifications; language being drafted by committee volunteers.

Stationary Source Audit Sample – Met twice since last meeting. Poster presentation prepared SES Conference but conference has been cancelled. Poster and FAQ handout will be held till next year. SES Newsletter input has been prepared and includes TNI logo which Jerry has approved for use and it will be going to print. SOP 6-100 is in final review. SOP 6-101 (management of SSAS tables) will be their next order of business.

Chemistry – The committee is identifying issues to be addressed in changes to the module. The first issue to be addressed will be necessary changes to Initial and Continuing DOCs requirements. The committee also continues to work on the definition of Technical Manager by identifying the duties and responsibilities of this role(s).

Microbiology – Working to finalize their response to SIR 371. Committee is also working to develop their list of potential issues for an update to their module.

Whole Effluent Toxicity – Last meeting asked for volunteers to work on review, revision and comparison of the WET module to the QS standard. Numerous additional issues were identified and assigned to these volunteer work groups. Two key issues previously addressed were QC for chemical support testing within whole effluent toxicity testing and initial DOC for WET analysts. Solutions to these two issues have been tentatively proposed and there was general acceptance by committee members.

Radiochemistry – Committee has not met since the last meeting. Preparing for a public webinar/meeting to discuss potential revision for their module

Asbestos – The committee did not meet in March due to lack of a quorum but will be addressing the comments from the public meeting in Newport Beach. A final VDS is expected to be completed soon.

Accreditation Council – During the recent AC meeting, ABs discussed their present activities while most were “tele-working”. The AC is planning for assessments possibly being done remotely. The EPA representative on the committee shared their perspective on enforcement during the pandemic (see Attachment 2, EPA Memorandum). ABs are reviewing how the possibility of remote assessments fits with their respective State Rules and Regulations. The general direction from the AC members was that regulated entities should do their best to ensure compliance and document where and why these non-compliances were unavoidable. ABs anticipate reviewing non-compliance situations on a case-by-case basis and further anticipate use of flexibility as appropriate.

#### **Agenda Item 9 – New/Old Business**

Bob advised committee chairs of items from the previous days BoD’s meeting. The first item was an update on the summer meeting scheduled in Minneapolis, MN. The NEMC steering committee and the BoD is reviewing options resulting from the pandemic. Options range from conducting the meeting as planned, moving the date of the meeting, holding virtual conference, to cancellation if necessary. No decision has been made and will not be made until, at least, the end of April. The second item was the Task Forces being formed per the recently approved TNI Strategic Plan. The 4 Task Forces being formed are relative to competency, training, mentoring and consumables. All TNI members received an e-mail from Jerry regarding these Task Forces. A very favorable response has been received. If you or your committee members, if you have not already done so, wish to participate as an associate member, please respond directly to Jerry.

#### **Adjournment**

It was moved by Robin and seconded by Jessica to adjourn at 2:00 PM EDT. All were in favor. The next meeting of the CSDEC is scheduled for May 14, 2020 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	Complete
2/19/2019	2	Vice Chair of CSDEC	Paul	Complete
2/19/2019	3	Reconstitute SRC	Paul	Complete
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	Complete
2/19/2019	6	Insure Radiochemistry Standard submitted to ANSI	Bob	Complete
2/19/2019	7	Post outline from LAB for comment	Bob	Complete
2/19/2019	8	Task Force for modification of SOP on Standard Development	Paul	On-going;
3/14/2019	9	Complete SIR spreadsheet review and Summary by August, 2019	Committee Chairs	Complete
3/14/2019	10	Access to Internal Audit Database	Ilona	Complete
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
11/14/2019	12	Committee Membership /Newsletter	Bob/Paul	complete
11/14/2019	13	Ensure completion of Internal Audits of expert committee by 1/3/2020	Program Administrator/Chairs	Complete
4/9/2020	14	Complete Corrective Action response to internal audit findings	Program Administrator/Chairs	5/31/2020

## ATTACHMENT 1

Consensus Standard Development Executive Committee  
Conference Call  
April 9, 2020; 1:00 PM ET  
Dial-in-number: 1-712-832-8330; code 822174#

1. Roll Call
  - ~~Welcome new member~~
2. Review and approval of March 12, 2020 meeting minutes (attached)
3. Standards Development Task Force
4. Reminders - Committee Member Spreadsheet/Chair & Committee Member Training (<http://nelac-institute.org/eds/download/ChairTraining.php>)
5. Internal Audit Checklist Update
6. ANSI Audit Status
7. Updates to Standards Activity Spreadsheet
8. Glossary Update
9. Committee Reports
  - a. Proficiency Testing
  - b. Field Activities
  - c. Quality Systems
  - d. Laboratory Accreditation Body
  - e. Stationary Source Audit Sample
  - f. Chemistry
  - g. Microbiology
  - h. Whole Effluent Toxicity
  - i. Radiochemistry
  - j. Asbestos
  - k. Accreditation Council
10. New/Old Business

## ATTACHMENT 2



Memorandum on  
COVID-19 Implication