

**SUMMARY OF THE
TNI CONSENSUS STANDARDS DEVELOPMENT
EXECUTIVE COMMITTEE MEETING
MAY 14, 2020**

The Executive Committee held a conference call on Thursday, May 14, 2020 at 1:00 PM EST. Chair Paul Junio led the meeting. The conference call was recorded for the sole purpose of preparation of meeting minutes. The recording was deleted immediately upon completion of the meeting minutes. The Agenda for the meeting is presented as Attachment 1. No additions were made to the agenda and it was accepted as presented.

Agenda item 1 – Roll call

Attendance:

| | |
|--|---------|
| Carl Kircher, LAB | Absent |
| Kevin Holbrooks, At-Large Member | Present |
| Valerie Slaven, Chemistry | Present |
| Robin Cook, At Large Member | Present |
| Sheri Heldstab, Stationary Source Audit Sample | Present |
| Paul Junio, Chair, At Large Member | Present |
| Kirstin Daigle, Proficiency Testing | Present |
| Jessica Jensen, Quality Systems | Present |
| Rami Naddy, WET | Present |
| 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 |

Nicole Cairns was a guest on the call. A quorum was present and the meeting proceeded.

Agenda item 2 - Review and approval of April 9, 2020 minutes

The meeting minutes were reviewed. The copy distributed includes corrections made in the AC discussion which had been provided by Cathy. Some members had difficulties opening Attachment 2 (EPA memo on COVID 19). Bob will pre-submit this memo to all members. A motion to accept was made by Robin and seconded by Sheri. The motion passed unanimously. Minutes will be forwarded to William for posting.

Agenda Item 3 – SOP 2-100

The SOP 2-100 Task Force who worked on the development of Revision 3 of the SOP were complimented and thanked for their efforts. Paul reviewed the major changes in the standard development process and outlined the process.

The CSDEC members have previously received and reviewed the SOP. After receipt and resolution of a number of CSDEC members comment, a ballot by e-mail was conducted and the tally of votes is as follows:

| CSDEC Member | Vote |
|--|-------------|
| Carl Kircher, LAB | Affirmative |
| Kevin Holbrooks, At-Large Member | Affirmative |
| Valerie Slaven, Chemistry | Affirmative |
| Robin Cook, At Large Member | Affirmative |
| Sheri Heldstab, Stationary Source Audit Sample | Affirmative |
| Paul Junio, Chair, At Large Member | Affirmative |
| Kirstin Daigle, Proficiency Testing | Affirmative |
| Jessica Jensen, Quality Systems | Affirmative |
| Rami Naddy, WET | Affirmative |
| Kasey Raley, Microbiology | Affirmative |
| Scott Haas, FAC | Affirmative |
| Terry Romanko, Radiochemistry | Affirmative |
| Cathy Westerman, VA DCLS, Ex-Officio | Affirmative |
| Michelle McGowan, Asbestos | Affirmative |

As the requirement for approval by the CSDEC of SOP 2-100 Revision 3.0 is a 2/3 vote, the SOP was approved and is being submitted to the Policy Committee for review and approval. Upon said approval, the SOP will be provided to the BoD for acceptance. If any changes that are not editorial are made by Policy, the SOP would come back to CSDEC for its approval.

Agenda Item 4 – Committee Reports

Proficiency Testing – The committee continues to develop the issues and topics for consideration of modifications to the current module. The committee was advised by the PTPEC of receipt of an ARA for PCB scoring. The committee will await actions by the PTPEC as to any efforts of the PT committee.

Field Activities – The committee is continuing to work on their standard and are preparing for a public webinar. The committee received an applicant for FSMO status from a group who was currently utilizing the most recent revision of ISO 17025 and inquired as to impact of the fact that the current standard referenced the older revision of ISO 17025. While the committee is

now incorporating the new revision, implementation of the change to incorporate the new revision is likely years away.

Quality Systems –The committee is continuing to develop the issues they will address in modifications to their current module. Issues identified to date (in addition to the Technical Manager definition) include (but not necessarily limited to) document retention (particularly for DOC information), risk as addressed in ISO, the requirement for a quality manual per TNI versus a manual prepared at the discretion of the laboratory and the management of issues arising from situations such as the COVID 19 pandemic.

Laboratory Accreditation Body – Committee still is working to address comments. Additionally the issue of assessor qualification and who issues accreditation reports has been introduced to the committee. Committee has also received some new comments which will require revisiting some of the previous decisions. Committee may present a DS by year's end.

Stationary Source Audit Sample – Committee finalized SOP 6-100 which will be presented to the Policy Committee. A new member to the committee was voted on and accepted. Committee now consists of 8 voting members and remains balanced. Committee participants include Providers, regulators, testers, labs which are categorized into TNI's standard stakeholder groups. The committee chair is also providing a quarterly report to the Source Evaluation Society (SES) for informational purposes and support for the committee's objectives.

Chemistry – The committee is identifying issues to be addressed in changes to the module. The Process of reviewing old and some still current/unresolved SIR has been initiated and nears completion. 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 – The committee is working on a summary of changes document in response to public comments on the 2016 Standard.

Whole Effluent Toxicity – Some committee personnel changes have occurred due to furloughs from the COVID 19 pandemic. Changes to membership have been approved and balance has been maintained. The committee has also reviewed and commented/made recommendations (including more technical review) concerning WET Assessor training. Committee volunteers continue to work on review, revision and comparison of the WET module to the QS standard. 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 – The committee has been discussing issues related to radiochemistry PT testing. The committee is also preparing for a public webinar/meeting (May 28) which will present proposed/potential changes to their module.

Asbestos – Committee is working to finalize their response to comments on the proposed DS presented in Newport Beach. The response to comments report and the DS are expected to be completed soon.

Accreditation Council – Nothing specific to report. ABs are mostly still working remotely and dealing with COVID 19 issues.

Agenda Item 5 - New/Old Business

-New Business

Paul advised committee members that a new SIR SOP was pending. The change most significant to the committee chairs is that the time for committee response to the LASEC SIR Sub-Committee had been extended to 60 days.

Paul further advised committee chairs that revision to SOP 2-101 currently being developed provided for means to remove any committee members who were not participating to the requisite degree required. Chairs can discuss further with their PA if necessary.

-Old Business

Reminders: Bob reminded Chairs of committee training and advised that work would soon begin on new training materials

Internal Audits Update: Chairs were reminded that corrective actions needed as a result of the recently completed Internal Audits were due by May 31, 2020. PAs will assist committee chairs in completion of this requirement.

ANSI Audit status: Bob reviewed the current status of the ANSI response to our audit. It was reported that a suspension of TNI is likely. This suspension will be in place until our corrective actions are verified and a follow-up audit of a new standard or module having been completed using SOP 2-100 Rev.3 is available. Committee should continue with their routine activities as the only apparent consequence is when any new standards/module can be classified as an American National Standard (ANS).

Updates to Standards Activity Spreadsheet: No updates to report

Glossary Update: Bob reported that to a limited extent activities regarding the glossary definitions have begun. A comparison of definitions from various sources within TNI had been completed and the Glossary Work Group would soon be convened to review this comparison.

Adjournment It was moved by Jessica and seconded by Terry to adjourn at 2:27 PM EDT. All were in favor. The next meeting of the CSDEC is scheduled for June 11, 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

May 14, 2020; 1:00 PM ET

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

1. Roll Call
2. Review and approval of April 9, 2020 meeting minutes (attached)
3. SOP 2-100
4. 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
5. New/Old Business