

**SUMMARY OF THE  
TNI CONSENSUS STANDARDS DEVELOPMENT  
EXECUTIVE COMMITTEE MEETING  
JUNE 11, 2020**

The Executive Committee held a conference call on Thursday, June 11, 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	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	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 - Review and approval of May 14, 2020 minutes**

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

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

Paul summarized the work of the task force and their completion of SOP 2-100 and SOP 2-101. SOP 2-100 has been reviewed by the Policy Committee and SOP 2-101 is being proposed for final approval by the CSDEC.

#### SOP 2-100 Policy Review

Paul reviewed the comments and questions from the Policy Committee and went through them individually. The comments were deemed as editorial and not making any substantial change to intent of the document. Clarification was added to the issue of verbal comments and the definition of the Document Control System was also added. With the editorial and minor changes mentioned the final document was approved by the CSDEC on a motion by Robin and a second by Kasey. The revised document was approved unanimously by the CSDEC and the revised document will be presented to the Policy Committee as Rev. 3.1 for final approval. The BoD has opted to accept the SOP 2-100 as approved by the Policy Committee. The final version of the SOP is presented as Attachment 2.

#### SOP 2-101 Final Review (CSDEC)

In a similar fashion Paul reviewed the final draft from the task force for SOP 2-101 for CSDEC approval. Paul noted the addition of reference to SOP 1-101 in the document. The committee then reviewed the proposed changes from the task force. Section 4.1 was changed to present the content as bullet points and added SOP to committee duties. The CSDEC accepted the changes and on a motion by Jessica and a seconded by Sheri, SOP 2-101, Rev. 3.0 was unanimously approved by the CSDEC. The final version of the SOP 2-101 as presented to the Policy Committee is provided as Attachment 3.

#### **Agenda Item 4 – Reminders - Committee Member Spreadsheet/Chair & Committee Member Training**

Upon final approval of SOPs 2-100 and 2-101, efforts towards revised training will begin.

#### **Agenda Item 5 -Internal Audit Update**

Internal audits have been submitted for Policy review. Chemistry corrective actions were submitted as draft. As a number of the issues reflected practices when Ken was the PA, I have asked Valerie to review it carefully before finalizing. All corrective actions, including the CEC draft are in the Internal Audit database.

#### **Agenda Item 6 - ANSI Audit Status**

TNI has received a suspension of our accreditation from ANSI. Upon submission of SOP 2-100 Rev. 3.1, SOP 2-101, Rev. 3.0 and SOP 1-125 Rev. 0 along with our Corrective Action plan (which has also been completed) and acceptance by the ANSI Standards Council the suspension will be lifted. However we will still be restricted from submitting PINS, BSR-8s and BSR-9s until a follow up audit of a Standard or Module that has been completed through each step of our new procedures.

### **Agenda Item 7 -Standards Activity/Tracking Spreadsheet**

No new standards updates are applicable at this time.

To facilitate the final step of renewal of TNI as an ANSI approved standards developer, Jerry has asked that we take a look at each activity of our expert committees to see when and with which committee we could request the audit. The attached spreadsheet (Attachment 4) will be filled out to ascertain which committee activity would best meet this requirement. Bob presented the spreadsheet but it was apparent that committee chairs may not have the necessary information to comply with the request. Subsequently Bob volunteered to initiate the process with information contained in materials previously gathered for each committee.

### **Agenda Item 8 - Glossary Update**

The glossary work group has made some initial efforts but there is nothing new to report at this time.

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

Due to time constraints, Paul request only brief updates for committee reports.

Proficiency Testing – Committee is continuing to look for issues that need to be addressed in modifications to their module.

Field Activities – Continue to work on their module

Quality Systems – Continue to work on their module

Laboratory Accreditation Body – Working through their response to comments.

Stationary Source Audit Sample – Continuing their work on SOPs.

Chemistry – The committee continues to identify issues to be addressed in changes to the module.

Microbiology – The committee is working on a summary of changes document in response to public comments on the 2016 Standard; working on a webinar for July.

Whole Effluent Toxicity – 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 – Public webinar on proposed changes to M6 scheduled for tomorrow.

Asbestos – Committee has finalized its R2C document and communicated with all commenters.

Accreditation Council – Nothing specific to report.

**Agenda Item 10 - New/Old Business**

No new and/or old business was reported.

**Adjournment**

It was moved by Valerie and seconded by Terry to adjourn at 2:29 PM EDT. All were in favor. The next meeting of the CSDEC is scheduled for July 9, 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	Complete
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	Complete; CEC in draft form

## ATTACHMENT 1

Consensus Standard Development Executive Committee  
Conference Call

June 11, 2020; 1:00 PM ET

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

1. Roll Call
2. Review and approval of May 14, 2020 meeting minutes (attached)
3. Standards Development Task Force
  - a. SOP 2-100 – Policy Review
  - b. SOP 2-101 – Final Review
4. Reminders - Committee Member Spreadsheet/Chair & Committee Member Training (<http://nelac-institute.org/eds/download/ChairTraining.php>)
5. Internal Audit Update
6. ANSI Audit Status
7. Standards Activity/Tracking 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



SOP-2-100-Rev3.1-C  
SDP-Procedures Governing

### **Attachment 3**



SOP-2-101-Rev3.1-C  
SDP-ExpertCommittee

### **Attachment 4**



Std Tracking with  
archival information a