

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

The Executive Committee held a conference call on Thursday, July 9, 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	Present
Kevin Holbrooks, At-Large Member	Present
Valerie Slaven, Chemistry	Absent
Robin Cook, At Large Member	Absent
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	Absent
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 June 11, 2020 minutes

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

Agenda item 3- Reminders - Committee Member Spreadsheet/Chair & Committee Member Training (<http://nelac-institute.org/eds/download/ChairTraining.php>)

Upon final approval of SOPs 2-100 and 2-101, efforts towards revised training will begin. Bob and Paul will assume the primary responsibility for this training. It was decided that training efforts should include all committees not just expert committees to reduce duplicity in training efforts. Paul and the Program Administrators collectively will work to develop this training.

Agenda item 4- Internal Audit Update

Corrective action plans regarding all committee's internal audits have been submitted for Policy review. No update from the Policy Committee. Ilona anticipates a report to CSDEC next month. Internal audit checklists need to be updated by September utilizing the requirements in revised, new and existing SOPs and policies. Ilona apparently will work on accomplishing this task.

Agenda item 5- ANSI Audit Status

TNI has responded consistent with ANSI requirements but continues to receive comments and requests for changes. We are still dealing with the Director of Audit Programs and our response has not yet been presented the ANSI Executive Standards Council for consideration of reaccreditation.

Agenda item 6- Standards Activity

Bob is still working on the status summaries for each standard/module. Other than the Asbestos committees upcoming posting of their DS and summary document there are no updates to the status of Standards Activity.

The question was raised as to what was the value of participation in ANSI and having our standards as American National Standards?

Agenda item 7- Glossary Update

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

Agenda Item 8 – Committee Reports

Proficiency Testing – The PTEC is continuing to develop plans for issues to be addressed in possible revisions to their module. PCB discussions now on going in PTPEC and CEC will likely be on PTEC agenda as well. They did not schedule a meeting in July but will meet again in August.

Field Activities – Committee is continuing to work on modification to their standard. They are developing the Change Summary Form per the latest revision of SOP 2-100 and plans are being made for an August webinar presentation.

Quality Systems – Reportedly 2 meeting per month were held last month and will likely continue on this schedule through the end of the year in attempts to advance work on their module. Committee has finalized their method summary and anticipates webinar to present anticipated changes in their module. Committee is moving to use of Webex as opposed to FreeConference. Per the BoD meeting the possibility of a DS by August 2021 to coincide with DoD QSM development and enhanced opportunities for the DoD to utilize the TNI standard was discussed.

Laboratory Accreditation Body – LAB is continuing to develop their modification to their standard and reviewing comments to their latest draft; 2 major issues remain, assessor qualifications and (at the request of the BoD) how field activity accreditation along with environmental laboratory accreditation might be included in the standard.

Stationary Source Audit Sample – The committee is focusing on completion of SOP 6-100, a new SOP addressing pilot studies for new methods/analytes which is currently scheduled to undergo review by the Policy committee. SOP regarding management of SSAS table is also underway. Sheri continues to provide public information as to SSAS activities. Carl Kircher volunteered as associate on SSAS committee.

Chemistry – Committee is continuing to work on potential changes to Module 4. Initial focus is on Initial and Continuing DOC for laboratories and analyst. The PCB question relative to what is required for each Aroclor or select (varying) Aroclor are acceptable for DOCs and other requirements of the Module. Discussion of CEC inputs to Technical Manager and further communication with QS has been tabled.

Microbiology – Committee is finalizing their summary table of changes to their standard and plans on a webinar to make said changes public. SIR 379 believed to have been resolved as been returned and is on the committee agenda to be addressed prior to the webinar.

Whole Effluent Toxicity – Continuing to work on aging issues (training, data interpretation, PT issues). Chair meeting with PTPEC reference obtaining PT data from providers. Review of their module is being complete by various work groups and will be consolidated by the full committee. A wet subcommittee reviewed the previously completed wet assessor training and recommended that this particular training not be finalized or made permanent. The subcommittee also provided an errata document to be distributed to attendees.

Radiochemistry – Committee is continuing to review potential additional changes to their Module 6. The committee is also reviewing comments received from their recent webinar on proposed changes to their module. Webinar on public comment was well attended, well planned and complimented by attendees.

Asbestos – The Asbestos DS successfully balloted and committee is preparing the required summary document which ultimately will be posted on the TNI website and advertised to both TNI and non-TNI members for comment.

Accreditation Council – ABs continue to work through plans for remote assessments while travel is curtailed, and a good number of the ABs have already started. A few are not able to perform remote assessments at this time. All of the ABs are working cooperatively with the various approaches. At Monday's meeting discussion of a remote approach to the AB evaluations was also conducted.

Agenda Item 9 - New/Old Business

No new and/or old business was reported.

Lynn wanted to confirm that committee chairs have all received her e-mail regarding Not-Valid SIRs.

Adjournment

It was moved by Kasey and seconded by Terry to adjourn at 2:25 PM EDT. All were in favor. The next meeting of the CSDEC is scheduled for August 13, 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

July 9, 2020; 1:00 PM ET

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

1. Roll Call
2. Review and approval of June 11, 2020 meeting minutes (attached)
3. Reminders - Committee Member Spreadsheet/Chair & Committee Member Training
(<http://nelac-institute.org/eds/download/ChairTraining.php>)
4. Internal Audit Update
5. ANSI Audit Status
6. Standards Activity
7. Glossary Update
8. 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
9. New/Old Business