

**SUMMARY OF THE
TNI CONSENSUS STANDARDS DEVELOPMENT
EXECUTIVE COMMITTEE MEETING
SEPTEMBER 10, 2020**

The Executive Committee held a conference call on Thursday, September 10 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. The meeting was also conducted with the assistance of WebEx.

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
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	Present
Kasey Raley, Microbiology	Absent
Scott Haas, FAC	Present
Terry Romanko, Radiochemistry	Present
Cathy Westerman, VA DCLS, Ex-Officio	Absent
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 August 13, 2020 minutes

The meeting minutes were reviewed. Earlier suggested changes from Sheri were incorporated in the draft minutes presented for consideration. A motion to accept was made by Robin and seconded by Terry. 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>)

With the completion of SOP 2-100 and SOP 2-100 efforts to revise the training has begun. A draft of the revised training has been prepared. Paul and Bob will work to prepare a working draft for review by CSDEC and all affected parties. A target of use by January of 2021 was established.

Agenda Item 4- Committee Rosters / Rotations / Addition

Chairs were advised to review their rosters for who will be rotating off the committee at the end of the year. Paul will send to each committee chair a copy of their rosters illustrating term expirations. Openings will be subsequently posted in an upcoming TNI newsletter for membership to fill vacant positions. Bob asked chairs to query all committee members as to their abilities to remain on the committee for the remainder of their term. The current COVID crisis has presented numerous changes in many companies that might lead to these unexpected changes. SOP 2-101 addresses the rules for membership. Currently Asbestos and WET Committees do not have staggered membership rosters and will need some attention. Suggested that the TNI newsletter article attempt to focus an appropriate attention on the need for all stakeholder groups but particularly on the need for AB and Other participants.

Bob presented an issue he presented to the BoD at the request of an expert committee member. The issue was whether or not a consultant working solely in the environmental lab arena for an NGAB could be classified as AB rather than as an Other. This could help resolve the underrepresentation of non-Lab committee members and advance efforts to bring committee to their maximum membership. Reasoning on both sides of the issue were expressed including the possible addition of a 4th general stakeholder group. As the industry is changing this issue may become even more relevant in the future. Paul volunteered to summarize this discussion and address the committee concerns to Jerry for his consideration.

Jessica mentioned a suggestion of a COVID extension for committee membership in 2020. Paul as CSDEC Chair believes the question should be handled on an individual (case by case) basis as opposed to a “blanket” COVID extension for all committee members. Members seem to agree with this approach.

Agenda item 5- Internal Audit Update

Paul is working on revisions to the Internal Audit program for the CSDEC and the Expert Committees based upon changes in operational SOPs and intends to have this task completed by the end of the month. Bob will send audit procedures from ANSI for Paul’s consideration.

Agenda item 6- ANSI Audit Status

TNI has submitted their final Corrective Action Plan (CAP) response to ANSI along with the revised operational SOPs (SOPs 1-125, 2-100 and 2-101) for their review and TNI's reaccreditation. As the SOPs are essentially new (relative to what ANSI has previously seen), these documents will be open to public comment. ANSI announced the availability of these documents on August 28 which initiates the 30-day comment period. Any comments received will have to be responded to just as if they were received from "internal" reviews consistent with SOP 2-100. Upon completion of this stage of review the ANSI Executive Standards Council (ESC) will schedule review the CAP in consideration of the new SOPs for reaccreditation. If reaccreditation is granted, TNI will have to have another reassessment when a module is proposed as an ANS.

Agenda item 7- 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.

Agenda item 8- Glossary Update

The Glossary work group has begun consideration of this document. A few versions of the glossary have been distributed. The version which displays all terms in the By-Laws and the Standard, will be the primary working document. As much agreement as possible is the goal. An additional glossary of terms not specifically included in the Standards (i.e., Policy documents, SOPs, etc.) will also be developed more in line with a guidance document in hopes that over time consistent use of terms can be accomplished.

The overriding guidance for the work group is that whatever is currently in the standard must be maintained to ensure AB acceptance. If changes are needed to resolve duplicity within these documents, committees will need to make the changes in the next revision of the Standard. The final concern is to ensure that ISO terms actually used are properly addressed. An unaddressed issue in the previous glossary was definitions in AB rules and regulations. Cathy will send relevant definitions from her state and also request said information from other ABs.

Agenda Item 9 – Committee Reports

Proficiency Testing – The PTEC is continuing to develop plans for issues to be addressed in possible revisions to their module including changes in ISO standards particularly as ISO Guide 17034 (on PTs) is being revised. Discussed WET PT issues; PTPEC, PTEC and WET will meet to find a means to assist the WET Committee. Committee also discussed membership with hopes of expanding the committee to include full 15 voting member participation. Bob will reach out to Associate members to see if any wish to become full members while maintaining balance.

Field Activities – Scott reported the 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 – Committee has finalized their summary and changes to the standard module and anticipates a webinar on September 25, 2020 to present said changes. Jessica rotates off the committee this year but suggested a “covid” exemption for this year. She had heard nothing in response to the question raise in August and discussion continued (see Agenda Item 4 above).

Laboratory Accreditation Body – LAB is continuing to develop their modification to their standard and reviewing comments to their latest draft. Carl believes they are in the “home stretch”. Anticipate the DS will be voted by committee as early as October after resolving a few remaining issues. The DS would then be published on the website and potentially presented at the Winter meeting in San Antonio.

Stationary Source Audit Sample – The committee has completed SOP 6-100 (pilot studies for new methods/analytes) and the SOP has been approved by the Policy Committee. SOP 6-101 (SSAS table management) is being developed by the committee. The Committee is continuing to seek additional membership. Other membership changes have occurred as have receipt of applications. The possibility of establishing an FoPT for air and emissions continues to be “under consideration” by the committee as well.

Chemistry – Committee is continuing to work on potential changes to Module 4. Initial focus is on Initial and Continuing DOC for laboratories and analyst. Committee resolved a number of older SIRs accepting recommended language of the LASEC. A new SIR 387 concerning acceptance of pre-calibrated instrumental equipment relative to TNI requirements has been received and was debated but tabled for further discussion next month. Committee leadership was also discussed as Val rotates off in January and the current co-chair is unable to continue on the committee due to other corporate commitments. Volunteers have been requested and the search will continue.

Microbiology – Committee is finalizing their summary table of changes to their standard and plans on a webinar to make said changes public. Webinar on the proposed changes is being scheduled for October.

Whole Effluent Toxicity – Continuing to work on aging issues (training, analyst DOC, data interpretation, PT issues). Analyst DOC for some ABs requires each analyst as opposed to the analysis team to complete the test which is not practical or efficient besides being cost prohibitive. CSDEC supports the team approach. Some ABs objective to this approach. Committee also attempting to resolve a few method codes. Rami also asked about the Errata sheet for Assessor Training; Ilona reported Marlene Moore will be responding directly to Rami.

Committee leadership is also an issue for WET as Rami and the co-chair are scheduled to rotate off the committee.

Radiochemistry – Committee continuing to develop potential items requiring attention in the next version of their module. Anticipate finalizing this activity by the October/November committee meeting.

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 – Nothing to report relative to CSDEC. In Cathy's absence Lynn reported the request from Cathy to secure definitions from other ABs (see comments in Agenda Item 8).

Agenda Item 9 - New/Old Business

San Antonio Meeting, January 2021 meeting of TNI is being planned. It will be held face-to-face and virtually. More information to be provided as available. Paul asked committee chairs to informally poll their members as to potential attendance and discuss the potential meeting with committee members.

Brief discussion of continuing and expanded use of WebEx for committee meetings. Ilona will continue to be the primary contact regarding WebEx and support us for now. Other options maybe available and need to be investigated.

Adjournment

It was moved by Sheri and seconded by Robin to adjourn at 2:27 PM EDT. All were in favor. The next meeting of the CSDEC is scheduled for October 8, 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

ATTACHMENT 1

Consensus Standard Development Executive Committee Conference Call

September 10, 2020; 1:00 PM ET

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

1. Roll Call
2. Review and approval of August 13, 2020 meeting minutes (attached)
3. Reminders - Committee Member Spreadsheet/Chair & Committee Member Training
(<http://nelac-institute.org/eds/download/ChairTraining.php>)
4. Committee Rosters / Rotations / Additions
5. Internal Audit Update
6. ANSI Audit Status
7. Standards Activity
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
 - a. January San Antonio – ask about attendance