

**SUMMARY OF THE
TNI CONSENSUS STANDARDS DEVELOPMENT
EXECUTIVE COMMITTEE MEETING
OCTOBER 8, 2020**

The Executive Committee held a conference call on Thursday, October 8 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 will be 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	Present
Kasey Raley, Microbiology	Present
Scott Haas, FAC	Present
Terry Romanko, Radiochemistry	Present
Cathy Westerman, VA DCLS, Ex-Officio	Absent
Michelle McGowan, Asbestos	Present
Ilona Taunton, TNI Staff	Absent
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 September 10, 2020 minutes

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

Agenda item 3- Reminders – Committee Training

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

With the completion of SOP 2-100 and SOP 2-101 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 Program Administrators. A target of use by January of 2021 was established.

Agenda Item 4- Extension of Committee Terms

Rami Naddy has requested a third term on the Whole Effluent Toxicity Committee and will continue to perform as the committee chair. The request was primarily based on the need to continue activities on the committee. On a motion by Jessica and a second by Kasey, the CSDEC unanimously approved Rami for a third 3-year term. Rami abstained from the vote.

Additional requests for 3rd term extensions may be presented to the CSDEC as committees review their rosters. Bob asked PAs and committee chairs to advise of these potential requests for a collective ballot likely in December.

Agenda item 5- Committee Rosters / Rotations / Additions

Program administrators and Committee Chairs should review roster for potential committee openings. Paul is authoring a TNI Newsletter article concerning opportunities for membership on expert committee to be published soon.

Agenda Item 6- 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 sent audit procedures from ANSI for Paul's consideration.

Agenda item 7- ANSI Audit Status

TNI has responded to ANSI all required information in response to the ANSI audit including the final Corrective Action Plan (CAP) and revised SOPs 2-100, 2-101 and 1-125 (previously reviewed and approved by both the CSDEC and the Policy Committee). The SOPs were subjected to a 30-day public comment period by ANSI to which we received no comments. The CAP and the accompanying SOP will now be reviewed by the ANSI Executive Standards Council (ESC) for potential reaccreditation. No time frame is known for this review by the ESC but we are on their schedule.

Agenda item 8- 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. Other expert committee activities also continue with activities which are approaching status activity updates.

Agenda item 9- 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. Bob has incorporated the various state definitions from these rules and regulations into the spreadsheet. Generally speaking, the definitions received to date have not indicated definitions that are inconsistent with TNI definitions.

Agenda Item 10- Committee Reports

Proficiency Testing – Committee discussed membership status and committee rotations. A number of changes are anticipated and committee expansion to a full 15 members is underway. Continued discussion of and items for a combined PTEC/PTPEC and WET meeting at the TNI Winter meeting. Shawn as chair of the PTPEC has taken the lead in this effort. The committee is also developing the list of potential changes to be proposed for their volumes and modules of the standard.

Field Activities – Committee continuing to work on changes to their standard. Planning for a public webinar meeting on January 25, 2021 to present their summary of changes. Standard changes will then be finalized and the process will proceed.

Quality Systems – The committee recently completed their public webinar on proposed changes to their module. The webinar was very heavily attended and the questions were numerous to the point that not all questions could be addressed in the time period provided but will ultimately be responded to by the committee. More assistance in direct responses to

questions or more time for the webinar was suggested. Other formats than WebEx might also be considered. The webinar also generated 13 new associate members bringing the total number of associates for QS to 280. The topic of Technical Manager was only superficially covered to the disappointment of some attendees. The Chair advised that technical manager requirements were being addressed by each expert committee and will continue to be addressed.

Laboratory Accreditation Body – Committee has concluded review and response to all comments. They have also filtered through the recommendations/suggestions of the Field Activities Task Force (FATF) and made appropriate additional changes based on this FATF report to the proposed standard. The committee will be reviewing said changes during their next meeting with the goal of approving the draft standard. The Response to Comments document is undergoing a final inspection to ensure all comments have been appropriately considered.

Stationary Source Audit Sample – Committee is working on a revision to their draft of SOP 6-101. SOP 6-100 has gone through Policy and is awaiting Board endorsement. They have a new AB committee member and remain in balance. The chair has been communicating with the Source Evaluation Society concerning information and activities of the TNI SSAS. Efforts to expand membership of the SSAS also continues.

Chemistry – Committee reviewed and responded to LASEC on SIR 387 concerning manufacture calibrated instrumentation. Also reviewed membership status and rotations of committee members and potential needs for additional terms. Leadership on the committee is also an issue to be resolved as the current chair is rotating off the committee and the vice-chair is unable to continue on the committee. While some additional SIRs maybe presented, the principle efforts of the committee will continue to be development of items for consideration for changes to Module 4, including issues around laboratory and individual initial and continuing DOC.

Microbiology – The committee did not meet last month as chair has changed jobs and relocated. Committee continues to finalize changes being proposed for their Module and to schedule a webinar to make a public presentation of said changes and to request comments.

Whole Effluent Toxicity – Still attempting to resolve analyst IDOC amongst various ABs. Working with Shawn of PTPEC are working on a joint meeting with PTEC at the TNI Winter meeting. Meeting is tentatively scheduled for Monday afternoon 1/25/2021. This will be a virtual meeting and available to all interested parties. It was further suggested that communication between the chemistry committee (also dealing with DOC issues) and the WET committee be established.

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. Committee membership will be discussed during their next 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 – In Cathy’s absence, Lynn reported no issues specific to CSDEC.

Agenda Item 11 - New/Old Business

The TNI Winter Meeting in January/February 2021 will be a virtual only meeting. LAB committee hopes to use this meeting as the public presentation of their proposed changes to their standard.

Adjournment

It was moved by Terry and seconded by Michelle to adjourn at 2:04 PM ET. All were in favor. The next meeting of the CSDEC is scheduled for November 12, 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	Ensure 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

October 8, 2020; 1:00 PM ET

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

1. Roll Call
2. Review and approval of September 10, 2020 meeting minutes (attached)
3. Reminders - Committee Member Spreadsheet/Chair & Committee Member Training (<http://nelac-institute.org/eds/download/ChairTraining.php>)
4. Extension of Committee Term – Rami Naddy, WET Chair
5. Committee Rosters / Rotations / Additions
6. Internal Audit Update
7. ANSI Audit Status
8. Standards Activity
9. Glossary Update
10. 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
11. New/Old Business