

**SUMMARY OF THE
TNI CONSENSUS STANDARDS DEVELOPMENT
EXECUTIVE COMMITTEE MEETING
NOVEMBER 12, 2020**

The Executive Committee held a conference call on Thursday, November 12 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. Paul requested the agenda be modified to include Item 10, SIR information. No further additions were made to the agenda and it was accepted as modified.

Agenda item 1 – Roll call

Attendance:

Carl Kircher, LAB	Present
Kevin Holbrooks, At-Large Member	Absent
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	Present
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 October, 2020 minutes

The meeting minutes were reviewed. Minor corrections were made. A final version is presented below. A motion to accept was made by Jessica and seconded by Sheri. The motion, after an abstention by Carl, passed unanimously. Minutes will be forwarded to William for posting.



CSDEC Minutes
201008_Final.docx

Agenda item 3- Reminders – Committee Training

Chair & Committee Member Training (<http://nelac-institute.org/eds/download/ChairTraining.php>) remains available to any interested party but as previously announced, is being revised. With the completion of SOP 2-100 and SOP 2-101 efforts to revise the training are nearly completion. A draft of the revised training has been prepared. Paul and Bob will work to prepare a final working draft for review by Program Administrators. A target of use by January of 2021 was established.

Agenda Item 4- Second Source Standards Requirement

In radiochemistry some second source and even primary standards are difficult if not impossible to obtain. Reports are appropriately qualified and clients are aware of the issue. The radiochemistry committee subsequently suggested some guidance in addition to what is included in the standard regarding second sources; initial calibrations verified by a second source traceable to a national standard when available, or a vendor certified different lot if an independent second source is not available, or for unique situations where no other source or different lot is available a standard made by a different analyst at a different time would be acceptable as a second source.

The question raised was there a definition of a second source in Module 2 and there is not. Committee was attempting to avoid contradicting definitions. No definition is contained in the chemistry module either. Further question was whether or not TNI's Standard require that calibrations must have second source for calibration verification? The answer is yes with the exception of a different lot from the same vendor per M4. Seems as Chemistry EC needs to address the issue as well it being contained in other individual modules as necessary.

Only reference in M2 is an ISO reference and is not specific to a second source. In the latest revision of ISO 17025, there is no mention of second source or any similar language.

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 shortly. Bob sent audit procedures from ANSI for Paul's consideration.

Agenda Item 6- ANSI Audit Status

All required information has been provided to ANSI and we now await the review of the Executive Standards Council as to our reaccreditation. The schedule for consideration by the Executive Standards Council is unknown.

Agenda item 7- Standards Activity

After numerous efforts to construct the Standards Activity for each Standard and/or Module, Bob decided to abandon attempts at restoring historical information as there are just too many gaps in the records. Instead he is continuing to develop Standards Activity profiles for each Standard and/or Module based on activities after the implementation of the TNI 2016 standards.

Activity is currently seen in the Asbestos, LAB and FSMO areas and other expert committee standards and/or Modules remain in the planning or pre-NOI stages. Bob will provide copies of the individual Standards and/or Module profiles to the PAs and committee chairs prior to the next meeting.

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 has sent relevant definitions from her state as well as numerous other AB states and has request said information from remaining ABs. Bob has incorporated the various state definitions from these rules and regulations into their spreadsheet. Generally speaking, the definitions received to date have not indicated definitions that are inconsistent with TNI definitions.

Agenda Item 9- Winter Meeting

Paul reported that the TNI Winter meeting will be totally virtual. It has been rescheduled for late January and is now scheduled over a two-week period. Paul had no information regarding the committee's preparation of the annual report which is traditionally given during the winter meeting. Registration is now open for the meeting on the TNI website.

Agenda Item 10- SIR Information

Paul mentioned that some committees have received SIRs that the committees did not feel were valid and returned them to the LASEC. The existing SOP on SIRs doesn't apparently specifically identify who is the ultimate authority in this regard. Questions need to be addressed to LASEC (through Lynn). LASEC/AC determines the validity of the SIR and committee should respond accordingly. The question of validity is whether it meets specific requirements (available on the website). There isn't a process described if the Expert Committee determines that an SIR shouldn't be an SIR (for whatever reason). The SOP may need clarification, although it may be a communication issue. SIR communications need to be handled through the PA (Lynn Bradley) for the LASEC.

Agenda item 11-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. The committee is also developing the list of potential changes to be proposed for their volumes and modules of the standard and has developed a priority as well as a schedule to address these issues in 2021

Field Activities – Committee continuing to work on changes to their standard. The committee has plans for a public webinar on January 25, 2021 to present their summary of changes. Standard changes will then be finalized and the process will proceed. The committee is also addressing membership for 2021.

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. The committee is finalizing the responses to the questions from the webinar and anticipates distribution of their responses within the next few weeks. The committee also received an SIR which they feel is not valid and have responded as such to the LASEC. The committee also continues to address membership for 2021 including election of a new chairperson.

Laboratory Accreditation Body - The Response to Comments document is undergoing a final review to ensure all comments have been appropriately considered. One negative vote on the DS was received and will be addressed during their next meeting. The question was raised as to the change from "On-Site Assessment" to "Assessment" requires a re-vote of the committee. Some contradictory advice was discussed focused primarily on whether or not this change was editorial or substantive. It was thought that to be safe, that the change should be re-voted.

Stationary Source Audit Sample – Committee is working on a revision to their draft of SOP 6-101. The single audit sample provider has reduced the scale of their participation to the dismay of the EPA although they have not responded to inquiries by the committee.

Chemistry – Committee reviewed and responded to LASEC on SIR 389, 390 and 391. The committee's response to these SIRs was forwarded to Lynn on behalf on the LASEC. Also the committee reviewed membership status and rotations of committee members and potential needs for additional member 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 in a leadership role on the committee. The committee continues to develop items for consideration for changes to Module 4, including issues around laboratory and individual initial and continuing DOC.

Microbiology – The committee has received 3 SIRs which they are addressing. Committee is developing guidance on incubator equilibrium testing. Committee continues to finalize changes being proposed for their Module and has scheduled a webinar on December 1st to make a public presentation of said changes and to request comments. Committee is also working on membership issues for 2021.

Whole Effluent Toxicity – Still attempting to resolve analyst IDOC amongst various ABs. It was further suggested that communication between the chemistry committee (also dealing with DOC issues) and the WET committee be established. Committee is also working on membership issues for 2021.

Radiochemistry – Committee continuing to develop potential items requiring attention in the next version of their module. Anticipate finalizing this activity by the December committee meeting. Committee is also working on membership issues for 2021. The committee also discussed the second source issue as previously presented under Agenda item 4 above.

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 – The AC's monthly meeting was largely a discussion of how/what each AB is doing to move forward with assessments during the pandemic. There's a mixture of remote assessments, in-state-only travel, use of 3rd party assessors who may travel or do remotes, and ABs continuing to develop plans for remote assessments. In short everyone's working through this with their best effort and the States are all working well together to share ideas and plans.

Agenda Item 11 - New/Old Business

No new and/or old was presented for discussion.

Adjournment

It was moved by Kasey and seconded by Terry to adjourn at 2:30PM ET. All were in favor. The next meeting of the CSDEC is scheduled for December 10, 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

November 12, 2020; 1:00 PM ET

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

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