

**SUMMARY OF THE  
TNI CONSENSUS STANDARDS DEVELOPMENT  
EXECUTIVE COMMITTEE MEETING  
MARCH 11, 2021**

The Executive Committee held a conference call on Thursday, March 11, 2021 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 changes to the agenda were proposed.

**Agenda item 1 – Roll call**

Attendance:

Carl Kircher, LAB	Present
Kevin Holbrooks, At-Large Member	Absent
Michelle Wade, 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
Debbie Bond, 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 not present, and the meeting proceeded for informational purposes only.

**Agenda item 2 - New Member Introduction**

Tabled till April meeting.

**Agenda item 3- Review and Approval of February Minutes**

The February 11, 2021 meeting minutes were distributed. An email approval for the minutes will be sought from committee members. Minutes, upon approval, will be forwarded to William for posting.



CSDEC Minutes  
210211\_draft.docx

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

Paul reported that the materials for Expert Committee member training were being finalized and will be complete by month's end. A webex presentation will be used for webinar style training beginning by the end of March with a schedule of multiple dates and times for the required attendance by all committee members.

Questions were asked as to how to track attendance and for whom attendance of the course, through the webinar or a recording of the webinar, was required. It was generally believed that all committee members should take the training but only Chairs are required by SOP to participate. The requirement for committee members and associates was unclear. The consequence for non-participation was also raised as was the time frame to complete the training. The SOP fails to address these issues and will be "parking lot" issues for SOP revision.

[Editor's Note – Following the meeting, Paul pointed out that this training has been required in the past. Policy 1-129 Expected Conduct of Participants in TNI Activities is likely the basis for this requirement]

#### **Agenda Item 5- ANSI Audit Status**

As of March 5, 2021 TNI, has been reaccredited by ANSI as an SDO. We can now proceed with ANS development consistent with requirements of *ANSI Essential Requirements* up to the point of submission of a BS-9 (i.e., the final step). The ability to finalize standards as ANS will potentially require an audit of our SOP 2-100, Rev. 3.4 completed from the beginning of the process. Despite both LAB and Asbestos being deeply into the development process, both were initiated prior to the latest revision of SOP 2-100. Whether or not ANSI will conduct the audit under these circumstances is unclear but will be investigated and reported upon.

More recently, TNI was notified that the ANSI Executive Standards Council was considering lifting our suspension. The exact meaning of this lifting of our suspension is unclear as is the possibility that this may remove the need for a follow-up audit. Again, this situation will be investigated further and will be reported to the CSDEC.

Bob took the opportunity to acknowledge the assistance of Lynn, Ilona, and Paul as well as the other members of the SOP 2-100 task force also including Aaren Alger, Judy Morgan, Kevin Holbrook, and Nicole Cairns.

## Agenda item 6- Standards Activity

As has been reported for the past few months, Bob has been developing a revised tracking spreadsheet for Standard and Module development consistent with SOP 2-100, Rev. 3.4. In addition to creating a format which includes each step of the process requiring evidence of compliance, the status of each Standard and/or Module since approval by ANSI of the 2016 TNI Standard has been included. Committees and PA, upon review of the spreadsheet need to confirm the dates presented and the location of where evidence of compliance is archived/stored.

A number of the Standards and/or Modules on the spreadsheet at this point contain no information as there has been no official activity since the ANSI approval of said Standard and/or Module as a ANS. Once a NOI and a follow ANSI PINS is filed and approved the tracking begins.

The tracking spreadsheet in its present form is attached below. The spreadsheet will be forwarded to each committee Chair and PA for review and correction where necessary.



Std Tracking with archival information a

Ultimately, the use of DropBox is hopefully where all information required for compliance with *ANSI Essential Requirements* and SOP 2-100, Rev. 3.4, will be archived in addition to the TNI website and Chair and/or PA files.

The new SOP, consistent with ANSI Essential requirements also speaks to reaffirmation of Standards/Module after 5 years if further edits (i.e., NOI's or PINS) are not initiated. The following presents the table for Standards/Module without notification of further actions (i.e., NOI and/or PINS) that may require reaffirmation.

Standard or Module	Reaffirmation date	Comment
EL V1 M1 (PT)	12/6/2021	
EL V1 M4 (Chem)	2/27/2023	
EL V1 M5 (Micro)	12/6/2021	Notice of Activity, no PINS on File
EL V2 M2	11/29/2021	Notice of Activity, no PINS on File
EL V3	11/29/2021	
EL V4	11/29/2021	

## **Agenda item 7- Glossary Update**

For unavoidable reasons, the Glossary Work Group was unable to conduct this month's meeting. There is subsequently new information to report. Interested parties are directed to the report presented in the February 2021 meeting minutes.

## **Agenda item 8 –Charter- Information Only**

Paul distributed a draft of the CSDEC charter along with a copy of the TNI Strategic Plan for CSDEC review. As per the TNI Quality Management Plan, Charters are to be reviewed and updated/modified if necessary, to ensure compliance with the Strategic Plan. This discussion was for information only as the approval of the SOP 1-102 Voting Rules for TNI Committees is still pending. Assuming this particular SOP is approved shortly, the date for completing the review of the CSDEC Charter is June 2, 2021.

Guidance as to the content and requirements for revised Charters was requested to be provided by the Policy Committee which Ilona as the Policy Committee PA will request of that administrative committee.

## **Agenda item 9 -Committee Reports**

Proficiency Testing –The committee continues 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. The roster position being held for an AB was filled by an AB representative from the State of Oregon filling the committee to its maximum membership of 15 voting members.

Field Activities – Committee is continuing to work on changes to their standard. The committee completed a public webinar and attracted a new voting member and additional associates to the committee as a result. ISO language has been incorporated into the existing Standard as well as harmonizing the language being proposed by the committee with the proposed changes in EL V2 M1.

Quality Systems – The committee continued on the topic of technical manager without a firm resolution. The BoD's Competency Task Force is also addressing the Technical Manager issue. The QS committee has tabled further discussion in this regard awaiting input from this Task Force. Also, the committee set up a work group to initiate modification to their module based upon discussions to date. Committee also completed a response to SIR 392 for submission to the LASEC.

Laboratory Accreditation Body – The DS for EL V2M1 has been posted and is open for comment. The comment period will close on 3/30/2021 and more comments are anticipated to be received for committee consideration. The question of decision making as to the type of comment (technical or editorial) was raised and pointed out that SOP 2-100, Rev. 3.4 does not

address the issue. CSDEC participants viewed editorial as changes that do not change the intent of the language or the process being presented. Carl has also created a “Compliance Checklist” (also referred to as a Technical Review Checklist) which incorporates requirements from V1 M1, V2 M2, and V3. The checklist will be finalized upon resolution of all persuasive comments.

[Editor’s Note – Following the meeting, Paul pointed out that while SOP 2-100, Procedures Governing Standards Development doesn’t explicitly address this, the Response to Comment Form included in the SOP includes a column “Editorial (Y/N)”. This indicates that it is the Expert Committee who has the authority to determine that a comment is editorial]

Stationary Source Audit Sample –Committee completed their webinar on potential changes to the Standard on 2/16/2021. The public webinar was well attended but minimal comments were received. The committee began review of their Charter and found a number of changes are required based upon developments within their program and hope to conclude the revision process during their next meeting pending further guidance from the Policy Committee.

Chemistry – Committee continues reviewing SIRs received from the LASEC; specifically, SIRs 398 and 402. Response language was proposed but not finalized. Committee members volunteered to draft language in response to these SIRs and the April meeting will address the need for a final response. A third SIR (404) was also briefly discussed. This SIR was anticipated to be classified as a “non-valid” SIR but was logged into the committee’s SIR summary as it was believed to point to an issue requiring clarification. As the committee has a number of new members, all members were provided with copies of SOP 2-100, Rev. 3.4, a copy of EL V1 M4 and the SIR history. The April meeting will include a review of the standard development process and will begin a line-by-line review of M4 to ascertain other changes to the standard in addition to those already anticipated (i.e., DOC, calibration, and DL).

Microbiology – The committee tabled discussion on their Charter pending further guidance from the Policy Committee. The remainder of their meeting focused on a section of the standard dealing with duplicate counts/month/analyst where significant progress was reported.

Whole Effluent Toxicity – Committee is experiencing a lot of activity. In addition to working on changes to their Module, the committee has developed a demonstration of competence criteria and presented same to the AC recently in hopes of resolving this long running issue. The AC comments are being addressed and the committee is planning to return to the AC with what will hopefully provide some final agreement on the issue. The committee is also developing a data interpretation course for WET as a webinar to be presented in the fall of 2021. Recently an assessor course for WET labs was offered by TNI. The WET committee, despite the trainer’s attendance at a number of their meetings did not review the training materials for their input prior to the session being offered. The training while useful was presented more from a regulatory or permit requirement basis as opposed to a technical or method-based perspective. An additional course to more fully present both perspectives is being planned for the near future and will be available to all previous attendees as well as any interest public participants.

Radiochemistry – The Committee completed balloting for 3 committee members, and all were approved for extensions to a second 3-year term. Language in revised M6 was acceptable to the committee. SIRs 399 and 403 were discussed and a response to SIR 403 was developed and approved and will be forwarded to LASEC. Regarding SIR 399, a response has not yet been finalized but draft language is being proposed. The proposed language will be circulated to committee members with e-mail balloting to correct and/or approve. A response to LASEC is anticipated within 7-10 days.

Asbestos – The Asbestos DS is presently in a 90-day comment period. The announcement to TNI non-members as required by SOP 2-100 has also been distributed. The closing date of the comment period for the DS is March 24, 2021. A single set of comments has been received to date from Carl Kircher as supported by the AC. Comments will be reviewed as per SOP 2-100 and any comments considered persuasive will require changes to the DS and re-publication to TNI and Non-TNI interests.

Accreditation Council – AC discussed the proposed EL V2 M1 and while the AC does not plan on comments, individual comments from select ABs, as they see fit, are anticipated. LAB was complimented on their work to merge M1 and M3 of EL V2. The AC also supported, as is in the Strategic Plan, that the PTPEC institute a comment period prior to implementation of changes to the FoPT tables.

#### **Agenda Item 9 - New/Old Business**

No new or old business was presented at the meeting.

#### **Adjournment**

The CSDEC members unanimously approved adjournment at 2:35 PM ET. The next meeting of the CSDEC is scheduled for April 8, 2021 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

March 11, 2021; 1:00 PM ET

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

1. Roll Call
2. New Member Introduction
3. Review and approval of February 11, 2021 meeting minutes (attached)
4. Committee Member Spreadsheet/Chair & Committee Member Training
5. ANSI Audit Status
6. Standards Activity
7. Glossary
8. Charters – Information Only
9. Committee Reports
  - a. Accreditation Council
  - b. Proficiency Testing
  - c. Field Activities
  - d. Quality Systems
  - e. Laboratory Accreditation Body
  - f. Stationary Source Audit Sample
  - g. Chemistry
  - h. Microbiology
  - i. Whole Effluent Toxicity
  - j. Radiochemistry
  - k. Asbestos

New/Old Business