

**SUMMARY OF THE  
TNI CONSENSUS STANDARDS DEVELOPMENT  
EXECUTIVE COMMITTEE MEETING  
APRIL 8, 2021**

The Executive Committee held a conference call on Thursday, April 8, 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	Present
Michelle Wade, 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	Present
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	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 March Minutes**

The February 11, 2021 meeting minutes were distributed. An email approval was received from the committee members. Following approval, the February minutes were forwarded to William for posting.

The March CSDEC meeting minutes were presented for committee approval. A motion to approve was made by Sheri and seconded by Terry. The motion passed unanimously with an abstention by Michelle. The approved March Minutes will be forwarded to William for posting.



CSDEC Minutes  
210311\_draft (002).do

### **Agenda Item 3- Chair and Committee member Training**

Paul advised the committee that the new committee chair and member training was complete and that the initial presentation was presented and recorded on March 30, 2021. A link on the TNI website will be provided for committee chairs and members to participate in the training. Training for chairs and committee members is mandatory and recommended for all associates. Committee chairs with assistance of the PAs will tally the participation of all members and upon completion of training submit records of said training to Paul and Bob for archival purposes and audit purposes.

### **Agenda Item 4-Standard Activity and Tracking Spreadsheet**

Several changes have been submitted to provide necessary information on the Standards Activity spreadsheet. PAs will be responsible for all updates to the spreadsheet. Bob will receive copies of all additional updates and will ensure that the record is maintained in DropBox.

### **Agenda item 5- Glossary Update**

The Glossary work group is currently working on definitions in the Annex (i.e., definitions contained in TNI documents other than the Standards). Work group members were assigned portions of the annex terms for resolution and the vast majority of said terms have been proposed for resolution. The work group will advise document authors of proposed changes to be made as soon as possible. Most of the requested changes will be editorial in nature and not require substantive changes. The glossary work group is scheduled to meet again on April 19, 2021.

### **Agenda item 6 –CSDEC Charter**

Paul presented a draft copy of a revised Charter (embedded below).



CSDEC\_Charter\_DRAF  
T210305 (002).docx

Active discussion as to proposed changes and updates to the Charter commenced and was reviewed line-by-line. Minor edits were made, and the revised version is embedded below.



CSDEC\_Charter\_DRAF  
T210408.docx

The committee was asked to further review the draft charter which resulted from the debate by committee members. Paul will distribute this revised version for review. It is anticipated that the final 2021 Charter will be approved during the CSDEC May committee meeting. Charters are to be submitted to the Policy Committee by June 1, 2021.

### **Agenda item 7 -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 PTEC is not scheduled to meet at the 2021 NEMC (Summer Meeting) but plans to participate with the PTPEC on common issues. An NOI for potential changes will be presented in the near future.

Field Activities – Committee is continuing to work on changes to their standard (EL V2 M1) while also initiating work on V2. Regarding V2 they are developing a list of priority issues and intend to assign work to various committee members in efforts to proceed. M1 comments are being addressed and a DS continues to be developed.

Quality Systems – The committee has not met since the last CSDEC call but the Draft Standard Work Group has met and made various assignments to address ISO comparisons with the current standard.

Laboratory Accreditation Body – The DS for EL V2M1 has been posted and is open for comment. The comment period closed on 3/30/2021 and more comments were received. The committee will begin to address these new comments and proceed consistent with SOP 2-100, Rev. 3.4 (Procedures Governing Standards Development).

Stationary Source Audit Sample –Committee is working to revise their 2021 Charter which required a complete revision. Committee also raised the question of PT vendors having to be at least 2 suppliers as is required for SSAS audit samples per the US EPA. One vendor of PTs for other areas of the standard is permissible. Sheri wishes to present this argument to EPA but was advised to discuss the various caveats of the PT provider question with the PTPEC.

Chemistry – Committee failed to attain a quorum in March so only general information was presented such as Training status, new SIRs, etc. without any actions towards resolution completed. The April meeting was also held since the last CSDEC meeting. The committee

continues to be consumed with SIRs which dominate the time available for the meeting. SIR 398 was addressed by the committee and following approval was forwarded to the LASEC. SIR 402 remains on the agenda to be resolved in May. The committee chair proposed that in attempts to streamline the meetings that subcommittees be established to work on issues separately and return recommendations to the full committee. The committee generally supported the concept but will address it more completely in the May meeting. Two suggested subcommittees were an SIR Review subcommittee and a subcommittee focused on draft language development upon designation of specific sections of the M4 to be revised. An NOI is anticipated to be developed by the committee in the near future.

Microbiology – The committee is continuing to address any updates to their Charter. They are also addressing a recently received SIR while they continue to work on potential changes to their module of the standard.

Whole Effluent Toxicity – Lynn reporting for Rami supported Chemistry’s efforts to utilize subcommittee or work groups. Examples were the progress that has been made with the AC on demonstration of analyst competence, development of a data interpretation training program hopefully being available in September 2021 and the general process of assignments to smaller groups to develop revised language for their module.

Radiochemistry – The Committee has completed the development of their DS. Publication, review and public notices will proceed per SOP 2-100, Rev.3.4. The committee has also resolved and responded to recent SIR 399 and 403.

Asbestos – Committee failed to have a quorum in March, so agenda items were moved to the April meeting. The Asbestos DS has completed its 90-day comment period. The closing date of the comment period for the DS was March 24, 2021. Two sets of comments have been received including those 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 met recently and the issue relevant to the CSDEC was discussion of suggested language to the auditor CAB from a few expert committees. Other discussions and concerns of the AC continued.

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

Sheri announced that she had recently been appointed as the news editor of the Source Evaluation Society newsletter and the Society’s Board of Directors. She would welcome any TNI news related to field activities, source, or air & emissions testing or of these activities for publication in the Society newsletter. She also mentioned that positions were open on the BoD for expertise in accreditation of field related activities or source (A&E) testing in general. Carl said he would inquiry within the FLDEP as to said expertise and potential willingness to

participate. Bob also said he would contact Nicole Cairns at NYSDOH as to contact with potential interest from NYS.

### **Adjournment**

The meeting adjourned at 2:15 PM ET. The next meeting of the CSDEC is scheduled for Thursday May 13, 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	Complete
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

2/11/2021		Establish and maintain revised Standard Activity Spreadsheet	Program Administrators	On-going
3/8/2021	15	Develop revised 2021 Charter	Committee	On-going
3/8/2021	16	Complete/document Committee Training	Committee Chairs	On-going

## **ATTACHMENT 1**

Consensus Standard Development Executive Committee  
Conference Call

April 8, 2021; 1:00 PM ET

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

1. Roll Call
2. Review and approval of March 11, 2021 meeting minutes (attached)
3. Chair & Committee Member Training
4. Standards Activity & Tracking Spreadsheet
5. Glossary
6. CSDEC Charter
7. 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
8. New/Old Business