

**SUMMARY OF THE  
TNI CONSENSUS STANDARDS DEVELOPMENT  
EXECUTIVE COMMITTEE MEETING  
MAY 13, 2021**

The Executive Committee held a conference call on Thursday, May 13, 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	Absent
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	Present
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 April Minutes**

The April 8, 2021 meeting minutes were distributed. After a few minor editorial changes a motion was made by Kevin and seconded by Sheri. The minutes were approved by unanimous vote of the committee and will be forwarded to William for posting.

### 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 and audit purposes.

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

No changes have been made since the previous meeting. Several pending activities will be accomplished prior to the June meeting. Two NOIs from CEC and PTEC are being prepared which will trigger PINS notifications to ANSI. Also, BSR-8s will be submitted to ANSI for Asbestos, EL V1M3 and the EI V2M1, General Requirements for Accreditation Bodies Accrediting Environmental Laboratories. It is anticipated that these postings and notifications will be completed prior to the June meeting.

### Agenda item 5- CSDEC Charter

Paul presented the proposed CSDEC Charter for 2021. After some discussion and editorial suggestions, a motion to approve the Charter as presented below was made by Kevin and seconded by Kasey. The motion was unanimously approved by the committee. Paul will forward the CSDEC Charter to the Policy Committee.



Charter-CSDEC-2105  
13.docx

### Agenda item 6 – Committee Charters

The Charters proposed by the Quality Systems (QS), Asbestos (ATEC), Microbiology (Micro), Whole Effluent Toxicity (WET) and the Laboratory Accreditation Body (L AB) were then presented and discussed individually. After general discussion and a few editorial changes to these Charters, Terry motioned, and Michelle McGowan seconded approval of all of these Charters. The committee passed the motion unanimously. The final Charters for QS, ATEC, Micro, WET and LAB are presented below.



Charter-QS-210513.d  
ocx



Charter-Asbestos-21  
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Charter-Microbiology  
-210513.docx



CHARTER - WET  
Committee-FINAL0421



Charter-LAB-210420.  
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## **Agenda item 7 - 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 May 17, 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. An NOI for potential changes to EL V1M1 will be presented in the near future. This notification will also trigger an ANSI PINS submission. The PTEC is in the final stages of submission of proposed changes for their 2021 Charter.

Field Activities – Committee is continuing to work on changes to their standard (FSMO V1) 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. V1 comments are being addressed and a DS continues to be developed. The Committee is working to submit proposed changes to their 2021 Charter.

Quality Systems – The committee is addressing a recent SIR as well as on the development of language within V1M2 regarding the timeframes required for internal audits. The committee completed their proposed 2021 Charter.

Laboratory Accreditation Body – The DS for EL V2M1 has been posted and the comment period is closed. Numerous (approximately 100) comments were received, and the committee is reviewing said comments consistent with SOP 2-00, Rev. 3.4. The committee completed their proposed 2021 Charter.

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 will present this argument to EPA in a letter being drafted by the committee. The committee suggested re-opening discussions with the PTPEC and PTEC regarding SSAS FoPT.

Chemistry –The committee has established an SIR Subcommittee to deal with the numerous SIRs the committee receives. To date the process seems to be working well and offers a considerable time savings for committee conference calls. Begun a line-by-line review of V1M4 in preparation of a NOI to modify their standard. An NOI is anticipated to be developed by the

committee for submission to the CSDEC in the near future. The approval of the NOI will trigger a PINS submission to ANSI by the TNI ANSI PA. The committee is also working on proposed revisions for their 2021 Charter.

Microbiology – The committee submitted its proposed changes for the 2021 Charter. The committee is working to resolve SIR 406. They are also working to modify and clarify specific language of their module including discussion of implementation guidance regarding method blanks.

Whole Effluent Toxicity – The committee submitted its proposed changes for their 2021 Charter. The committee continues to work on potential changes to their Module.

Radiochemistry – The Committee has completed the development of their DS. They are currently developing the required “Summary Document and Justification” of proposed changes prior to posting on the website. Following the posting all required notices as per SOP 2-100, Rev.3.4 will be completed. The committee is also near completion of their 2021 Charter.

Asbestos – Committee has submitted their 2021 charter for CSDEC review and approval. The Asbestos DS has completed its 90-day comment period. Two set of comments have been received including those from Carl Kircher as supported by the AC. Comments are being 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 SIR management process. It was announced that Ken Lancaster from Texas is retiring. While his interest in continuing to participate in TNI activity is anticipated, he will no longer be a member of the AC. No replacement has been appointed. Other discussions and concerns of the AC continue.

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

No new/old business was presented.

### **Adjournment**

The CSDEC meeting adjourned 2:15 PM ET. The next meeting of the CSDEC is scheduled for Thursday June 10, 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

May 13, 2021; 1:00 PM ET

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

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