

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

The Executive Committee held a conference call on Thursday, July 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. It was recommended that Agenda Approval be added as a formal agenda item.

Agenda item 1 – Approval of Agenda

No additions or deletions were made to the agenda (Attachment 1) and the agenda was approved.

Agenda item 2 - Roll call

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	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	Absent
Michelle McGowan, Asbestos	Absent
Ilona Taunton, TNI Staff	Absent
Lynn Bradley, TNI Staff	Present
Robert Wyeth, Program Administrator	Absent

A quorum was present, and the meeting proceeded.

Agenda item 3 - Review and Approval of June Minutes

The June 10, 2021, meeting minutes were distributed. After a few minor editorial changes and a revised report from the SSAS, a motion was made by Kasey and seconded by Michelle. The minutes were approved by unanimous vote of the committee and will be forwarded to William for posting. The revised June minutes are presented below.



CSDEC Minutes
210610_Final.docx

Agenda Item 4 – Charter Approval

Two Expert Committee Charters still require approval by the CSDEC. The two Charters are for Proficiency Testing and Field Activities Expert Committees. Upon review and discussion and a few minor editorial changes, both the PTEC and FAC Charters were moved for approval by Sheri and seconded by Michelle ([Wade](#)). The motion was unanimously approved by the CSDEC. The edited versions of the Charters are presented below:



Charter-PT-210604.2.docx



Charter-FAC-210604.doc

Agenda Item 5 – Glossary

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.

Agenda Item 6 - Committee Reports

Proficiency Testing – The PTEC continues to define those areas of their standards that require modification. To date the majority of the identified issues are not substantive and the committee may opt to affirm V1M1 as opposed to any NOI. The situation with other modules and volumes of the Standard for which the committee is responsible is less clear. Members have suggested that necessary clarifications and resolution of conflicts between modules and standards maybe substantive and require the committee to engage in the entire modification process for these volumes and modules. Committee completed their Charter and forwarded to Paul.

Field Activities – No report.

Quality Systems – Committee discussed recent proposal for definition of Technical Director/Manager as well as language in V1M2 regarding internal audits and will seek additional TNI-wide input on the latter issue. The committee is also working on a number of SIRs and will likely respond to SIR 412 based on their August meeting. The committee also has a new member in Ashley Larson.

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 2-100, Rev. 3.4. The upcoming NEMC meeting will be used as a format for public input on a select number of more problematic issues.

Stationary Source Audit Sample – Committee met with the PTPEC to discuss historical artifacts of the standard which has required PTPEC oversight of the SSAS audit samples. As these audit samples are different from PT samples, it was agreed that PTPEC involvement was inappropriate. Consultation with the Executive Director supported this decision. SOP 6-101 has yet to be approved by the Policy Committee but is on their agenda. The previously approved SOP 6-100, based upon the above decision regarding the PTPEC will require a revision. The letter to the EPA requesting the need for 2 audit sample providers being reduced to only one provider (as in permitted for other PTs), was completed, and is undergoing further internal TNI review.

Chemistry –The committee has 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. Committee completed their Charter and forwarded to Paul. The committee also developed their agenda for the meeting during NEMC 2021.

Microbiology – The committee has not met since the last CSDEC meeting so nothing new to report of programmatic note. However, Kasey Raley advised the CSDEC of her resignation as committee chair and as vice-chair of the CSDEC. Kasey is leaving the testing industry and thanked everyone for their support.

Whole Effluent Toxicity – The committee continues to work on potential changes to their Module. Also working on Data Interpretation Training. Proposed changes to their module will be the topic of their meeting during NEMC 2021.

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.

Asbestos – The Asbestos DS has completed its 90-day comment period. Two set of comments has 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. A BSR-8 has been forwarded to ANSI.

Accreditation Council – Conversations focused on the Technical Director/Manager proposal from the Competency Task Force. Discussions will continue at the NEMC 2021 meeting.

Agenda Item 7 - New/Old Business

Chair and Committee Training

Paul advised the committee that the new committee chair and member training was complete and that the initial presentation was printed and recorded on March 30,2021. A link will be sent to Paul once it is created; he will share that link with Expert Committee Chairs and PAs. 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.

SIR Communication

Paul reminded committee chairs to respond within the 45-day time frame. Lynn advised that compliance has improved. Lynn reminded committee chairs to notify the LASEC (through Lynn) when changes are anticipated to ensure that all SIRs have been addressed appropriately. The SIR process has been running smoothly, but there have been occasions where people have heard/read of an SIR and have acted on it as though it were final. Please remind any participants on your calls that the discussion of SIRs within the Committee is NOT the completion of the process. Once the Expert Committee has a response to a SIR, that response has to be approved by the LASEC and then by the AC. SIR responses are not final until they have been posted to the website. Maria Friedman (Chair of LASEC) and Paul have had some initial conversations and hope to develop a resolution to this issue.

Standards Activity & Tracking Spreadsheet

The only changes to the Standard's Activity Tracking have been the submission of a BSR-8 (ANSI request for public comment on a DS) for the Asbestos committee (EL-V1-M3). It is anticipated that a BSR-8 will also be filed for LAB (EL-V2-M1) prior to our next meeting.

Election of CSDEC Vice-Chair

Following Kasey's announcement of resigning as the Vice-Chair of CSDEC, Michelle Wade volunteered to assume this role. On a motion by Sheri and a second by Terry and a unanimous vote of the committee (Michelle Wade abstaining), Michelle Wade as elected as the CSDEC Vice-Chair.

Adjournment

The CSDEC meeting adjourned 2:07 PM ET. The next meeting of the CSDEC was scheduled for Thursday August 12, 2021, at 1:00 PM ET. In light of the August NEMC/EMS being held in-person and virtual during August, the next meeting of the CSDEC is now scheduled for September 9, 2021, at 1:00 PM ET. No August meeting is planned.

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

July 8, 2021; 1:00 PM ET

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

1. Approval of Agenda
2. Roll Call
3. Review and approval of June 10, 2021 meeting minutes (attached)
4. Charter Approval
5. Glossary
6. 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
7. New/Old Business
 - a. Chair & Committee Member Training
 - b. SIR Communication
 - c. Standards Activity & Tracking Spreadsheet