

**SUMMARY OF THE
TNI CONSENSUS STANDARDS DEVELOPMENT
EXECUTIVE COMMITTEE MEETING
SEPTEMBER 9, 2021**

The Executive Committee held a conference call on Thursday, September 9, 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.

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	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	Present
Debbie Bond, Quality Systems	Present
Rami Naddy, WET	Absent
Cody Danielson, Microbiology	Absent
Scott Haas, FAC	Absent
Terry Romanko, Radiochemistry	Present
Cathy Westerman, VA DCLS, Ex-Officio	Absent
Michelle McGowan, Asbestos	Absent
Ilona Taunton, TNI Staff	Present
Lynn Bradley, TNI Staff	Present
Robert Wyeth, Program Administrator	Present

A quorum was not present. The meeting proceeded as an informational meeting.

Agenda item 3 - July and August Minutes

Due to conflicting schedule with NEMC 2021, the CSDEC did not meet in August and no meeting minutes were presented.

In the absence of a quorum no vote could be taken on the July minutes.

Agenda Item 4 – Consensus Standards Development SOP

Paul prepared a summary of requirements of SOP 2-100; Rev. 3.4 as numerous expert committees were in the Standard Development process. The presentation was recorded and will be available if needed. The PowerPoint is embedded below.



TNI_ConsensusStandardsDevelopmentSOP

Agenda Item 5 - Policy 2-100 – Viewing TNI Standards Incorporated by Reference

Policy was developed to address situations where the TNI Standards were incorporated by Reference and the means to protect the confidentiality of TNI documents from unauthorized reproduction. Policy language mirrors other trade organizations and is not “reinventing the wheel”. In the absence of a quorum, Paul will distribute the proposed Policy for review, additional discussion and subsequent approval if possible. A few other suggestions were proposed for consideration which Paul will note as the process proceeds.

Agenda Item 6 – CSDEC Charter

Paul reported that the Policy Committee had reviewed the proposed CSDEC Charter and was returning it with a number of questions/suggestions. The Policy Committee comments are contained in the embedded document below.



Charter-CSDEC-2105
13 210822.docx

A number of their comments are not substantive and can/will be changed. Paul however led a discussion of more salient comments beginning with Composition of the Committee. Specifically, the appointment of the CSDEC Chair. Previously the CSDEC Chair has been approved by Jerry as Executive Director but was not necessarily approved by the BoD. For consistency with other program executive committees, CSDEC Chair should be approved by the BoD.

Committee suggested possibly changing the wording to state CSDEC Chair approval by the BoD, but a final recommendation back to Policy was tabled for further discussion.

The other substantive comment from the Policy Committee was relative to “Objectives and Success Measures” which they suggested be re-written less as “actions of the CSDEC and more as how success may be measured”. The Policy Committee suggestions for Success Measures were generally acceptable as presented and edited by Paul but still require committee review and additional input may be received.

Another suggestion was to include successful ANSI audit performance. As our ability to comply with ANSI and subsequently pass any audit, participants merely need to follow the policies and procedures established by the organization. Could make a success measure maintaining accreditation but don't tie the success to any audit by an outside entity.

Other possible measures were also suggested for consideration including attendance, # of standards, # of labs, etc. but degree of influence by CSDEC is questionable.

Paul will send the proposed language changes to all committee member for additional comments and or suggestions. Paul will also discuss committee concerns with Policy Committee and provide pertinent information to CSDEC members and include the topic on the October agenda.

Agenda Item 7 - Committee Reports

Proficiency Testing – The PTEC continues to define those areas of their standards that require modification. The committee has decided that an NOI is appropriate for volumes and modules of the

Standard and will proceed in that direction. Members have suggested that necessary clarifications and resolution of conflicts between modules and standards may be substantive and require the committee to engage in the entire modification process for these volumes and modules. The committee is also addressing one recently received SIR but believes the SIR should be directed to the LAB. The committee requests a ¼ day meeting in San Antonio.

Field Activities – The committee continues to work on both FSMO V1 and V2 and working specifically with LAB to ensure consistency between modules/standards. No time in San Antonio is anticipated for the Field Activities Expert Committee.

Quality Systems –The committee is working on an SIR and will likely respond to SIR 412 based on their August meeting. The committee has also developed a summary of potential changes to their module and plan to approach the changes with work of two subcommittees: one dealing with language and another dealing with definitions. The committee is also working with the crosswalk 17025 document to ensure all necessary elements are being addressed. A ½ day was requested for San Antonio.

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. A BSR-8 has been filed with ANSI. While the public comment period has yet to close, no comments have been received to date. The committee also continues to develop training for assessors. LAB requests a ½ day session in San Antonio.

Stationary Source Audit Sample – SOP 6-101 was returned to the committee by Policy. The committee will address their comments and re-propose the SOP. One lab participant has retired, and a new lab was added to the SSAS. The committee requested and the BoD approved a change in interest categories for the SSAS (interest categories are now lab, FSMO, regulator and other). SSAS is not planning to meet in San Antonio.

Chemistry –The committee has begun a line-by-line review of V1M4. An NOI to modify their standard has been prepared and submitted to CSDEC for approval. The approval of the NOI will trigger a PINS submission to ANSI. The committee also continues to debate SIRs with the LASEC. A ½ day session is requested for San Antonio.

Microbiology – The committee under new Chair Cody Danielson is addressing an SIR and internal comments on potential changes to their module. A ¼ day session has been requested for San Antonio.

Whole Effluent Toxicity – The committee continues to work on potential changes to their Module. Also working on Data Interpretation Training. The committee is not planning to meet in San Antonio.

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 also provided comments and suggestions to the PTEC on management of uncertainty finding for PT results. The committee is not planning to meet in San Antonio.

Asbestos – The Asbestos DS has completed its 90-day comment period as well as the public comment period through ANSI to which no comments were received. 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. A ¼ day session has been requested for San Antonio.

Accreditation Council – No information pertinent to the CSDEC was reported. Both the AC and the LASEC have each requested ¼ of a day session for San Antonio.

Agenda Item 8 - New/Old Business

Chair and Committee Training

Link (<https://vimeo.com/594937775/6178b42864>) for training was sent out to all committee chairs and all committee chairs and members are requested to complete the training and report said activity to their committee chair and respective PA. Associate members should also be encouraged to complete the training but are not required to do so.

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.

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 LAB DS. PINS for the CEC will likely be filed prior to the next meeting.

Adjournment

The CSDEC meeting adjourned 2:28 PM ET. The next meeting of the CSDEC is scheduled for Thursday October 14 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

September 9, 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 July 8, 2021 meeting minutes (attached)
4. Consensus Standards Development SOP
5. Policy 2-100 – Viewing TNI Standards Incorporated by Reference
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
 - a. Chair & Committee Member Training
 - b. Glossary
 - c. Standards Activity & Tracking Spreadsheet