

**SUMMARY OF THE
TNI CONSENSUS STANDARDS DEVELOPMENT
EXECUTIVE COMMITTEE MEETING
OCTOBER 14, 2021**

The Executive Committee held a conference call on Thursday, October 14, 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	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
Cody Danielson, 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 3 - Review and Approval of July and September Minutes

An e-mail vote for approval of the July minutes was requested by Paul following the September meeting as a quorum was absent (recall the CSDEC did not meet in August) due to the NEMC meeting. A motion by Robin and a second by Terry was followed by sufficient email “aye” votes to accept the July meeting minutes. These minutes are embedded below and have been forwarded to William for posting.



CSDEC Minutes
210708_Final.docx

The September 2021, meeting minutes were distributed and reviewed. A motion to accept the draft minutes as presented was made by Robin and seconded by Sheri. The motion passed with a unanimous vote of the Committee and will be presented to William for posting.



CSDEC Minutes
210909_Final.docx

Agenda Item 4 – Charter

Paul presented a revision to the draft Charter based upon comments from the Policy Committee. The focus of Committee discussion was on three issues. The first was the removal of language stating that the Chair of the CSDEC was appointed by the BoD and the Vice-Chair by vote of the Committee. This deletion was based upon the fact that this language is part of other TNI requirements and need not be repeated in the CSDEC Charter.

The ‘Success Measure’ for Objective #3 was also modified slightly to provide a more positive and measurable response to the stated objective.

The final issue, which generated significant discussion was on the addition of Objective #5 and its “Success Measure”. Concern was stated over an SOP which did not yet exist and the absence of any reference to the future plans of the CSDEC and whether or not these plans were or were not a part of the Annual Report.

Alternative language as presented below reflects the changes proposed by the Committee for presentation to the Policy Committee.



Charter-CSDEC-2110
14.docx

This revision to the Charter was approved unanimously following a motion by Kirstin and a second by Sheri. This revision of the Charter will be re-presented to the Policy Committee for approval.

Agenda Item 5 - Glossary

The Glossary Work Group has essentially completed work with terms and definitions contained in the “Annex.” These represent terms and definitions in TNI documents but not in the Standards. Harmonizing these terms and definitions can occur without regard to the consensus process and will be accomplished as editorial changes in the appropriate documents.

The Work Groups efforts will now focus on harmonizing those terms and definitions contained within the Standard Volumes and Modules. As these terms and definitions are part of the Standard, changes must adhere to the consensus body development process. Efforts will be made to communicate the harmonized terms and definitions to those Expert Committee currently modifying their Standard (Volume and/or Module)

Agenda Item 6 - Committee Reports

Proficiency Testing – The PTEC continues to define those areas of their standards (primarily in V1M1 but is also beginning to address V3 and V4) that require modification. The Committee has decided that an NOI is appropriate for volumes and modules of the Standard and anticipate presentation in late November or early December. The meeting in San Antonio will summarize the proposed changes to these Standards.

Field Activities – The Committee continues to work on both FSMO V1 and V2 and working specifically with LAB to ensure consistency between modules/standards and ISO 17011. New definitions are anticipated, and the committee was requested to work with the CSDEC’s Glossary Work Group in this regard,

Quality Systems –The Committee is working on a number of SIRs. Sub-committee work continues on definitions and potential changes to V1M2. The Committee is also preparing for participation in the Technical Manager session being planned 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.

Stationary Source Audit Sample – SOP 6-101 was returned to the Committee by Policy and the Committee will again address their comments and re-propose the SOP. Jerry, on behalf of the SSAS, sent a letter to the EPA office of Air Planning requesting consideration of the single source provider within their regulations but no response has yet been received. BoD approved a change in interest categories for the SSAS (interest categories are now lab, FSMO, regulator and other). The Charter was subsequently revised and will be distributed to CSDEC members for an e-mail vote ballot.

Chemistry –The Committee continues a line-by-line review of V1M4. An NOI to modify their standard has been prepared and was approved by the CSDEC for approval A Pins notification was submitted to and received by ANSI and all required notifications per SOP 2-100 have been made. The Committee also continues to resolve SIRs with the LASEC. Proposed changes to V1M4 will be the topic of the CEC meeting in San Antonio.

Microbiology – The Committee under new Chair Cody Danielson responded to an SIR and has posted a Draft Standard (DS). Committee awaits comments and will respond consistent with the requirements of SOP 2-100. The committee is also working to maintain balance as a number of current members are rotating off the committee and most applicants are of the laboratory interest category.

Whole Effluent Toxicity – The Committee continues to work on potential changes to Module 7 Also working on Data Interpretation Training. Committee received detailed comments from EPA which will be considered by the Committee. The committee is also working to maintain balance as a number of current members are rotating off the committee and most applicants are of the laboratory interest category.

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 as well as the public comment period through ANSI to which no comments were received. Comments have been reviewed as per SOP 2-100 and any comments considered persuasive (and or editorial) will require changes to the DS and re-publication to TNI and Non-TNI interests. A BSR-8 has been forwarded to ANSI. The revised DS will be completed prior to and will be the focus of discussions by the Committee in San Antonio.

Accreditation Council – Little discussion pertinent to the CSDEC was reported with the exception of the AC consideration of the Technical Manager proposal from the Competency Task Force. While more discussion is required some progress has been made.

Agenda Item 7 New/Old Business

Standards Activity & Tracking Spreadsheet

Numerous activities have been and continue to be made in Committee efforts to develop modifications to standards and modules as presented in Committee reports. Tracking of details of said activity is maintained within DropBox. It was reported that the tracking available on the website is out-of-date. Bob will ensure that the current status/tracking document becomes available on the website. A summary tracking form is presented below for review and comment if necessary.



Summary Standards
Tracking Form 9.21.21

Committee Member Business

Committee chairs were advised that if they produce any type of TNI related publication other than on the TNI website, the approval by the Advocacy Committee is required.

Paul advised the CSDEC members that he will be assuming additional responsibilities within TNI but will remain chair of the executive Committee.

Adjournment

The CSDEC meeting adjourned 2:28 PM ET. The next meeting of the CSDEC is scheduled for Thursday November 11, 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

October 14, 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 September 9, 2021 meeting minutes (attached)
4. CSDEC Charter
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. Standards Activity & Tracking Spreadsheet
 - b. Committee Member Business?