

**SUMMARY OF THE  
TNI CONSENSUS STANDARDS DEVELOPMENT PROGRAM  
EXECUTIVE COMMITTEE MEETING  
NOVEMBER 11, 2021**

The Executive Committee held a conference call on Thursday, November 11, 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	Absent
Kevin Holbrooks, At-Large Member	Absent
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
Cody Danielson, Microbiology	Present
Scott Haas, FAC	Absent
Terry Romanko, Radiochemistry	Present
Cathy Westerman, VA DCLS, Ex-Officio	Absent
Michelle McGowan, Asbestos	Present
Ilona Taunton, TNI Staff	Present
Lynn Bradley, TNI Staff	Present
Robert Wyeth, Program Administrator	Present

Due to when 2 members left/joined the call, a quorum was absent, and the meeting proceeded without the ability to ballot any committee actions.

**Agenda item 3 - Review and Approval of October Minutes**

The draft of the October minutes was previously provided. Review of the minutes revealed the need for one minor correction to the Microbiology Committee report (removal of term “revised”). The revised Draft October minutes has been distributed by Paul for an e-mail ballot. After a motion by Michelle McGowan and a second by Sheri, a majority of the committee voted to approve the October minutes. A copy of the minutes is presented below and will be forwarded to William for posting.



CSDEC Minutes  
211014\_Draft Final.do

**Agenda Item 4 - Approval of Articles through Advocacy**

Paul advised the Committee members that all external publications/presentations/news releases, etc. are to be approved by the Advocacy Committee prior to release. Correspondence/questions in this regard should be sent to Steve Arms (arms.steve@comcast.net), Chair of the Advocacy Committee with a copy to Lynn Bradley and Jerry Parr.

### **Agenda Item 5 – Chemistry and CSDEC Charter**

The Chemistry Charter was inadvertently excluded from Committee review and was presented by Paul during the meeting. In the absence of a quorum, Paul distributed the Charter, as revised by the Policy Committee, for an e-mail ballot. Following a motion by Robin and a second by Michelle McGowan, the majority of the Committee voted to approve the revised Charter. The final Chemistry Expert Committee Charter is presented below.



Charter-Chem-21111  
1FINAL.docx

The CSDEC Charter, approved at the October meeting, received a few minor changes and format corrections to harmonize all Charters from the Policy Committee and is considered Final.



Charter-CSDP  
EC-211015\_2021\_fina

### **Agenda Item 6 - 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 7 - Committee Reports**

Proficiency Testing – The PTEC continues to define those areas of their standards (primarily in V1M1 but is also beginning to address V2M1, 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 is progressing well with V2 and is working on a DS that should be completed in December and be the topic of discussion in San Antonio. Work on V1 also continues but at a slower pace, progress likely reportable at the Summer Meeting.

Quality Systems –The Committee continues working on SIRs. Sub-committee work continues on definitions and potential changes to V1M2. The 17025 Crosswalk is also progressing relative to needed changes in the revised V1M2.

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 closed, no comments have been received to date. The Committee also continues to develop training for assessors. Committee is also coordinating an SIR response regarding secondary accreditation with the PTEC Committee.

Stationary Source Audit Sample – SOP 6-101 was returned to the Committee by Policy and the Committee has addressed their comments and returned the SOP to Policy. The Status of SOP 6-100 was updated to reflect SSAS's relationship to PTPEC and the SOP returned to Policy. The Committee has also begun work on SSAS V1:M2, which is being modelled after PTPEC's V4. The Committee received a response from EPA which advised that the EPA would not, at this time, consider a single-source provider, but may consider the issue again in the future.

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 An ANSI PINS notification was submitted to and received by ANSI and all required notifications per SOP 2-100 have been made. Reportedly a comment from the AC is anticipated and will be addressed by the Committee. The Committee also continues to resolve SIRs with the LASEC.

Microbiology – The Committee has posted a revised Draft Standard (DS) for which the comment period has closed. Comments are being collected and reviewed. Some comments appear persuasive and a further revision to the DS is anticipated.

Whole Effluent Toxicity – The Committee continues to work on potential changes to Module 7 Also the Data Interpretation Training was well attended with approximately 80 attendees. Committee received detailed comments from EPA which will be considered by the Committee. The committee is struggling with differences between the Method and the potential language of the Standard primarily in use of the term "should" instead of "shall or must".

Radiochemistry – The Committee has been discussing the inclusion of uncertainty in PT results and generally supports the need for such data being reported. Further discussion is planned during the San Antonio meeting. 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 – No actions relative to the CSDEC

## **Agenda Item 7 New/Old Business**

### **Standards Activity & Tracking Spreadsheet**

Bob reported that no significant actions were reportable regarding Standards development. The ANSI public comment period had closed on outstanding PINS and BSR-8 with no public comments received. A request was made that Standards tracking information be placed on the website. Bob will investigate having this accomplished.

### **Committee Member Business**

Committee Chairs were requested to evaluate and consider Committee membership and the necessary changes to maintain balance and representation during 2022. Committee chairs/PAs should provide status/update to Paul.

### **Committee Designation Change**

At the request of TNI management and to be consistent with other TNI Programs, the name/designation of the CSDEC will be changed to The Consensus Standard Development Program Executive Committee (CSDP EC). This term should be used for all Executive Committee matters going forward.

### **Adjournment**

The CSDP EC meeting adjourned 2:30 PM ET. The next meeting of the CSDP EC is scheduled for Thursday December 9, 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 Program Executive Committee Conference Call

November 11, 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 October 14, 2021, meeting minutes (attached)
4. Approval of Articles through Advocacy
5. CSDP EC Charter
6. Glossary
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. Standards Activity & Tracking Spreadsheet
  - b. Committee Member Business