

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

The Executive Committee held a conference call on Thursday, December 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

The agenda was revised to include the CSDP EC review of the 4 NOIs from the PTEC (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	Absent
Rami Naddy, WET	Absent
Cody Danielson, Microbiology	Absent
Scott Haas, FAC	Absent
Terry Romanko, Radiochemistry	Present
Cathy Westerman, VA DCLS, Ex-Officio	Present
Michelle McGowan, Asbestos	Absent
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 November Minutes

The draft of the November 11, 2021, minutes was previously provided. Sheri submitted editorial changes and clarifications to her November Committee report. After a motion by Sheri and a second by Carl, the motion passed unanimously. A copy of the minutes is presented below and will be forwarded to William for posting.



CSDEC Minutes
21111_Final.docx

Agenda Item 4 - 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. Paul will present the proposed terms/definitions to the Policy Committee for consideration and guidance on moving forward.

The Work Group's continuing efforts will 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 Committees currently modifying their Standard (Volume and/or Module).

Agenda Item 5 – PTEC NOIs to Modify Standards/Modules

The PTEC has prepared 4 NOIs representing potential modifications to EL-V1M1, EI-V2M2, EL-V3 and EL-V4, respectively. After presentation of each NOI, a motion was made by Kevin and seconded by Michelle Wade. The motion to approve the NOIs was passed unanimously by the Executive Committee. Bob will now proceed with processing of these NOIs as required by SOP 2-100, Rev. 3.4.



Notice of Intent to
Establish or Modify EI



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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 V2M1, V3 and V4) that require modification. The committee has wrapped up preliminary review of the modules for the next draft revision and have prepared NOI for approval by CSDP EC. The Committee will have a face to face in San Antonio and are planning the agenda for the meeting. We plan to share with the audience the highlights of revisions under consideration. They will also be having a special session to gain stakeholder input on some suggestions for radiochemistry PT (reporting of uncertainty). No SIRs to report on.

Field Activities – The Committee has not met this month but continues to progress with V2 and is working on a DS that should be completed in January. Work on V1 also continues but at a slower pace. Despite original plans to the contrary, the FA Committee will not be meeting in San Antonio.

Quality Systems – The committee is continuing to work on their module. Various work groups within the Committee addressing various topics (definitions, crosswalk, technical manager, etc.) are beginning to return their finding and recommendations to the full Committee for consideration. The Committee currently believes that they have resolved outstanding SIRs.

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. The public comment period has closed, no comments have been received. The Committee also continues to develop training for assessors. Committee is also coordinating an SIR response to secondary accreditation with the PTEC Committee. Major roster changes will occur in 2022 including Carl rotating off the committee as a member and as the current Chair.

Stationary Source Audit Sample – The Committee is continuing to work on SSAS V1M2 which provides language for Accreditation of Audit Sample Providers. The Committee needs to coordinate with PTEC as their processes do not currently contain provisions for SSAS Audit Samples. The Committee, to the extent possible, is attempting to mirror the requirements and processes of EL-V4-2016-Rev.2.0: Proficiency Testing. In doing so however the concerns of the EPA must be considered.

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 CSDP EC 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 comments have been received. Comments are being reviewed. Some comments appear persuasive and a further revision to the DS is anticipated. Micro Committee also anticipates a number of changes in their roster for 2022.

Whole Effluent Toxicity – The Committee continues to work on potential changes to Module 7. The committee is struggling with items in the Method that are ‘shoulds’ regarding should the Standard make them requirements. They anticipate a few roster changes for 2022 but balance should not be an issue.

Radiochemistry – The Committee has been discussing the inclusion of uncertainty in PT results and generally supports the need for such data being reported. The Committee will have representatives at the San Antonio meeting for the continuing discussions of Uncertainty in PT reporting. Having approved some extension of member terms, there are no anticipated changes in the Radiochemistry Committee roster for 2022.

Asbestos – The Asbestos Committee is working to revise its DS based upon persuasive comments received by the Committee. The revised DS will be completed prior to and will be the focus of discussions by the Committee in San Antonio. The Committee may need to re-address Technical Expert requirements being proposed in QS changes to their module. No changes in the Committee roster are anticipated for 2022.

Accreditation Council – No actions relative to the CSDP EC

Agenda Item 7 - New/Old Business

Standards Activity & Tracking Spreadsheet

Bob reported that no significant actions were reportable regarding Standards development but that a number of minor activity updates will be forthcoming. The ANSI public comment period had closed on outstanding PINS and BSR-8 with no public comments received. Bob continues to investigate the ability to provide the summary of Standards Tracking on the website and the detailed tracking spreadsheet into DropBox.

Committee Member Business

Paul reviewed registration for the San Antonio conference and suggested those planning to participate should do so as soon as possible. Committee Chairs were requested to evaluate and consider Committee membership and the necessary changes to maintain balance and representation during 2022. Information as to inputs to the TNI Annual Report will be provided by Jerry within the next few days.

Adjournment

The CSDP EC meeting adjourned 1:45 PM ET. The next meeting of the CSDP EC is scheduled for Thursday January 13, 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	Complete
3/8/2021	16	Complete/document Committee Training	Committee Chairs	On-going

ATTACHMENT 1

Consensus Standard Development Program Executive Committee Conference Call

December 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 November 11, 2021 meeting minutes (attached)
4. Glossary
5. PTEC NOI to modify
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?