

**SUMMARY OF THE
TNI CONSENSUS STANDARDS DEVELOPMENT PROGRAM
EXECUTIVE COMMITTEE MEETING
JANUARY 13, 2022**

The Executive Committee held a conference call on Thursday, January 13, 2022, 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

A revised agenda was presented previously by Paul. No changes were proposed, 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	Absent
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	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 December Minutes

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



CSDEC Minutes
211209_Final.docx

Committee Member – Term Extensions

The SSAS Committee has requested that Ed McKinnon be approved for a third three (3) year term on their committee as he is critical to their current efforts. On a motion by Terry and a

second by Michelle W., Ed McKinnon was unanimously approved by the CSDP EC for a third three (3) year term on the SSAS.

The Field Activities Committee (FAC) has requested that Scott Haas be approved for a third three (3) year term on their committee as he is critical to their current efforts. On a motion by Kevin and a second by Sheri, Scott Haas was unanimously approved by the CSDP EC for a third three (3) year term on the FAC.

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. Paul has presented 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 6 - Committee Reports

Proficiency Testing – The PTEC continues to define those areas of their standards (primarily in V1M1 but also in 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. PINS at ANSI are pending. The Committee will have a face to face in San Antonio and are planning to address, primarily the changes being discussed in the PT Modules. They will also be having a special session to gain stakeholder input on some suggestions for radiochemistry PT (reporting of uncertainty).

Field Activities – The Committee has been preparing revisions to FSMO V2 for Accreditors of FSMOs and hopes to provide a webinar to present their plans in late February or early March. The committee also continues to progress on FSMO V1 and plans on presentation of a Draft Standard (DS) by the end of the year.

Quality Systems – The committee's three work groups presented progress reports. The work of the Crosswalk group (comparing 2005 and 2017 ISO 17025) continued after their report and progress by the committee was seen. The definitions and language work groups also reported on their progress with both continuing their efforts. The committee has also reviewed in preparation for the San Antonio meeting, the proposed resolution to the definition of technical manager from the Competency Task Force. Specifically, the definitions of Quality and Technical Expert were discussed.

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. 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. Aaron Alger will be the new Chair.

Stationary Source Audit Sample – The Committee is continuing to work on SSAS V1M2 which provides language for Audit Sample Provider Accreditors. The Committee intends to harmonize SSAS V1M2 with

EL V4 and to simplify its module by referencing V4 specifically, as appropriate, rather than repeating language that may change.

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. The Committee also continues to resolve SIRs with the LASEC.

Microbiology – The Committee is reviewing and responding to comments received on its recently posted DS. Some comments have been determined to be persuasive and a further revision to the DS is anticipated. They plan to continue working through comments during the San Antonio meeting. A new SIR has recently been received and will also be on the San Antonio agenda as will a request for educational support for Microbiology. The committee is also finalizing membership for 2022 to ensure balance.

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 whether the Standard will make them requirements.

Radiochemistry – The Committee has re-elected its present leadership of the committee for 2022. 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 if such a meeting occurs. The Committee may need to re-address Technical Expert requirements being proposed in QS changes to their module.

Accreditation Council – No actions relative to the CSDP EC however on an information note the AC discussed a long-standing PT problem where results were being reported under a code different from their accreditation. Suggested a work group maybe formed with PTPEC to resolve this old issue.

Agenda Item 7 - New/Old Business

Standards Activity & Tracking Spreadsheet

Bob reported that a number of actions have occurred regarding Standards development. Some delays in ANSI approvals have been realized as a result of TNI's initial ANS efforts focusing on whole volumes of the Standard and now we are attempting to partition the standard into its various modules. As these issues reach resolution the Standards Tracking form in DropBox will be updated and the tracking form will seek a home on the website.

Committee Member Business

The CSDP EC thanked Carl Kircher as he retires as Chair of the LAB, for his years of excellent service to TNI on this Executive Committee as well as numerous other roles over the years with TNI. Carl thanks us for our expression of gratitude and plans to continue to support TNI.

Adjournment

The CSDP EC meeting adjourned 1:55 PM ET. The next meeting of the CSDP EC is scheduled for Thursday February 10, 2022, 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

January 13, 2022; 1:00 PM ET

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

REVISED

1. Approval of Agenda
2. Roll Call
3. Review and approval of December 9, 2021, meeting minutes (attached)
4. Committee Member Term extensions (SSAS – Ed McKinnon; FAC – Scott Haas)
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?