

**SUMMARY OF THE
TNI CONSENSUS STANDARDS DEVELOPMENT PROGRAM
EXECUTIVE COMMITTEE MEETING
FEBRUARY 10, 2022**

The Executive Committee held a conference call on Thursday, February 10, 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

The agenda was presented previously by Paul. No changes were proposed, and the agenda was approved.

Agenda item 2 - Roll call

Aaron Alger, 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	Present
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

A quorum was present, and the meeting proceeded.

Aaron Alger was welcomed to the Executive Committee as Chair of the LAB.

Agenda item 3 - Review and Approval of January Minutes

An edited/revised draft of the January 2022 minutes was previously provided. Sheri submitted editorial changes and clarifications to her Committee report. After a motion by Sheri and a second by Kevin, the motion passed unanimously. Aaron abstained. A copy of the minutes is presented below and will be forwarded to William for posting.



CSDEC Minutes
220113_Final.docx

Agenda Item 4 – San Antonio Review

Paul provided the opportunity for any questions or comments regarding the TNI Forum on Environmental Accreditation held in San Antonio in January. No comments were made. Paul did mention that progress has been proposed on Technical Manager/Expert definition. The Competency Task Force has passed the issue to the Quality Management Systems Expert Committee.

Agenda Item 5 - Committee Reports

Proficiency Testing – The PTEC met in San Antonio and presented its plans for modifications to V1M1, V2M1, V3 and V4. The Committee solicited and catalogued numerous comments and suggestions that the Committee will consider going forward. They also participated in a joint session with PTPEC regarding PT reporting of uncertainty particularly with regard to Radiochemistry. The Committee is also working to complete its roster for 2022 as a number of members are rotating off the Committee.

Field Activities – The Committee continues to work on changes to FSMO V2 (Accreditors of FSMOs) and is planning a public meeting(webinar) in the near future. The Committee also continues to progress on FSMO V1 and hopes to present a Draft Standard (DS) by the end of the year.

Quality Management Systems – The Committee met during the San Antonio meeting and presented updates from the Committee's three work groups. The Crosswalk work group (comparing 2005 and 2017 ISO 17025) should complete their work soon for full Committee consideration. The definitions and language work groups also reported on their progress with both continuing their efforts. The Committee has received the recommendations of the Competency Task Force and will now be working to bring resolution to the issue of Technical Manager/Expert definition. Other applicable Expert Committee will be called upon to assist in this effort. The Committee also prepared and submitted to the LASEC a response to SIR 422.

Laboratory Accreditation Body – The Committee received numerous comments on the DS for EL V2M1 and are continuing to work through those comments and will prepare a R2C as soon as possible. Committee is also coordinating a SIR response regarding secondary accreditation. The Committee is also working with other groups to resolve the issues surrounding secondary accreditation in appropriate Volumes and Modules.

Stationary Source Audit Sample – While not meeting in January, the Committee is continuing to work on SSAS V1M2 which provides language for Audit Sample Provider Accreditors. SSAS leadership has been re-elected and the Committee will have no changes in their roster for 2022.

Chemistry –The Committee met in San Antonio and, in addition to a review of SIRs received (a number of which were yet unresolved), the Committee presented the plans for proposed modifications to V1M4. The Committee solicited and catalogued numerous comments and suggestions that the Committee will consider going forward. During the meeting, the Committee also agreed upon final language to unresolved SIR and will vote to approve said responses in their next meeting. 2022 roster issues are also being finalized.

Microbiology – The Committee is reviewing and responding to comments received on its recently posted DS. While meeting in San Antonio the Committee presented the DS, comments received to date and requested any additional public comment. The Committee solicited and catalogued comments and suggestions that the Committee will consider going forward. Some comments have been determined to be persuasive and a further revision to the DS is anticipated. The Committee continues to develop technical training for microbiology testing (may start a work group for this effort), with a goal of something to present in the NEMC meeting. The Committee is also finalizing their membership roster for 2022 to ensure balance; Cody and Robin were reelected as Chair and Vice Chair, respectively.

Whole Effluent Toxicity – The Committee continues to work on potential changes to Module 7 and hopes to have a publishable document by the end of the year. The Committee continues to struggle with the issue of PT. To date PTEC, PTPEC and WET have been discussing the issue but little progress has been

made. A suggestion was made to establish a work group independent of, but with participation from these 3 groups and other interested parties, to ascertain a full background of the issue and propose some form of resolution.

Radiochemistry – The Committee has reviewed their goals and objectives for 2022. They continue to pursue resolution of the issue of reporting uncertainty in PT results as discussed above. They have published a DS and will address any and all comments as per SOP 2-100, Rev. 3. The Committee is also discussing the potential need for additional training to be provided by the Committee.

Asbestos – The Asbestos Committee has revised its DS based upon persuasive comments received by the Committee. The Committee met in San Antonio and presented its Revised DS and its R2C. A few additional comments were received, and the Committee will address these comments in the coming month. The Committee will re-address Technical Expert requirements to assist the QMS Committee in resolving this issue.

Accreditation Council – David Caldwell (OK) initiated a discussion about Environmental Justice Concerns and the possible need for a translation of the TNI Environmental Standard into Spanish, or other measures to ensure all who need access to this information have it. Ideas expressed by the AC included:

- 1) TNI workgroup to help translate, comprised of bilingual folks already familiar with the TNI Standard.
- 2) Seeking university support - perhaps this translation project could be an internship project / masters / PhD project for someone looking for a meaningful advanced project for university credit
- 3) Consider translating the Small Lab Handbook rather than the standard (if regulatory issues are "daunting" or makes it more complicated); as the SLH is already a "paraphrase" it would reduce some pressure for "perfection".
- 4) ISO Language in Spanish would likely need to be purchased by TNI (but would not need these translation services)
- 5) Mentorships for labs needing assistance in language support using well-matched bilingual volunteers from TNI labs

The AC also approved modifications to Policy 3-100 to address an issue regarding secondary accreditation.

Agenda Item 6 - New/Old Business

Standards Activity & Tracking Spreadsheet

Bob presented the attached summary table illustrating the status of each Committee relative to modifications of existing Standard Volumes and/or Modules. 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. Bob reminded Committee Chairs that the specific requirements in SOP 2-100, Rev.3.4 must be documented for record keeping and audit purposes. He further requested that he be provided copies of the required documents or at least be advised of when the actions occurred and where such documentation has been archived.



Summary Standards
Tracking Form 1.31.20

Expert Committee Member Training

Paul reminded all Committees to ensure that training had been completed and that any new members of the Committees be instructed to complete, and report said training.

Committee Member Business

Bob reminded all Chairs to complete the updating and any modifications to their roster and provide copies of said roster to Paul and Bob.

Adjournment

The CSDP EC meeting adjourned at PM 2:10 ET. The next meeting of the CSDP EC is scheduled for Thursday March 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

February 10, 2022; 1:00 PM ET

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

1. Approval of Agenda
2. Roll Call (welcome Aaren Alger)
3. Review and approval of January 13, 2022, meeting minutes (attached)
4. San Antonio Review
5. Committee Reports
 - a. Accreditation Council
 - b. Proficiency Testing
 - c. Field Activities
 - d. Quality Management Systems
 - e. Laboratory Accreditation Body
 - f. Stationary Source Audit Sample
 - g. Chemistry
 - h. Microbiology
 - i. Whole Effluent Toxicity
 - j. Radiochemistry
 - k. Asbestos
6. New/Old Business
 - a. Standards Activity & Tracking Spreadsheet
 - b. Expert Committee Member Training
 - c. Committee Member Business?