

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

The Executive Committee held a conference call on Thursday, March 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

Aaren Alger, 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	Present
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 February Minutes

A draft of the February 2022 minutes was previously provided. After a few minor editorial corrections, a motion to accept the minutes was made by Sheri and a second by Robin, the motion passed unanimously. A copy of the minutes is presented below and will be forwarded to William for posting.



CSDEC Minutes
220210-Final.docx

Agenda Item 4 – Module Numbering Format

Paul noticed that in the Revised DS from the Asbestos Expert Committee that the initial sections of their document numbering reflected Sections 1 Introduction, Section 2 Scope, Section 3 Terms and

Definitions, etc. Other Volumes/Modules of the Standard currently number these sections as 1.1, 1.2, 1.3 etc. This latter numbering approach tends to produce longer than necessary numbering sequence for other sections, and subparagraphs. It was suggested that as committees revise their volumes and/or modules that the approach used by the Asbestos Committee be adopted by other Expert Committees to simplify the numbering system in other Volumes and/or Modules.

Agenda Item 5 - Committee Reports

Proficiency Testing – The PTEC continues to work on modifications to their Volumes and Modules. Having completed their overall review identifying general changes to be made, work groups were formed to ensure consistency between appropriate volumes and propose revised language for consideration by the full committee. The committee has finalized membership for 2022 and will provide a roster to the CSDP EC in April after the election of a Vice-Chair.

Field Activities – The Committee continues to work on changes to FSMO V1 and V2. FSMO V2 (Accreditors of FSMOs) nears completion and a webinar to present their plans for revising the Volume is scheduled for later this month. The Committee also continues to progress on FSMO V1. The committee hopes to present a DS for both V1 and V2 by the end of the year.

Quality Management Systems – The Committee's last meeting focused on the recommendations of the Competency Task Force regarding the definition of Technical Expert. While the issue remains controversial the committee is looking at steps forward. Regarding their roster, the committee has filled available vacancies and established its leadership roles.

Laboratory Accreditation Body – The Committee met recently but without a quorum. Aaren as the new chair proposed a change in the process of reviewing the comments received on their DS. Her proposal included determination of persuasive versus non-persuasive comments and then returning to persuasive comments for changes in the language of the Standard.

Stationary Source Audit Sample – The Committee met on 2/21/22, with Jerry Parr and Craig Huff of ERA in attendance in addition to voting members. Craig Huff announced to the Committee that ERA would cease to sell Stationary Source Audit Samples effective March 31, 2022. ERA would cease reporting returned results from Audit Samples on December 31, 2022. In light of this, all present members of the Committee were polled, and all agreed that the continuation of the SSAS Committee was pointless if the Audit Program had no Accredited Audit Sample Providers. A letter to the EPA explaining the situation was drafted, and the draft letter was finalized in a committee meeting on 2/28/22. Jerry Parr sent the finalized letter to Peter Tsirigotis of the Office of Air Quality Planning and Standards on 3/1/22. The letter was cc'd to Ned Shappley, Stef Johnson, and Kim Garnett, of the same office within EPA. The letter stated that, at this time, the SSAS Committee's operations were suspended and that as of December 31, 2022, the Committee would no longer be serving as the Voluntary Consensus Standards Body for the EPA's SSAS Program, leaving the EPA with no providers and no consensus body. The letter requested a meeting with OAQPS and the SSAS Committee. A brief unofficial reply was received on 3/9/22 stating that an official reply was being put together and that the EPA would like to meet with the Committee. At this point, the SSAS Committee is no longer following normal operations of a TNI Expert Committee. Meetings may be called by the Chair to address specific issues, and the Chair will still be a member of the Consensus Standards Development Program Executive Committee. All of the Modules of the SSAS Volume have been archived to avoid losing the revisions which had been made to the SSAS Volume prior to the Committee being suspended. On March 10, 2022, the Committee met, with Jerry Parr in attendance, to be briefed on what actions the TNI Board of Directors wanted to take in light of the above. The Board agreed with what the Committee had discussed regarding suspension of regular activities. The Committee was of the opinion that the best course of action at this point in time was to wait until the EPA responds officially to the letter sent on 3/1/22, and to meet with representatives of the EPA. After that meeting has occurred, the Committee will discuss the best course of action for the future.

Chemistry – Recently the Committee submitted responses to aged SIRs which are now reportedly on the LASEC/AC agenda for consideration. The Committee has established work groups to develop proposed

language in the modification of M4. These recommendations will be returned to the full Committee for consideration in their DS. The Committee is also finalizing their 2022 roster and will complete this task in their April meeting.

Microbiology – The Committee is reviewing and responding to comments received on its recently posted DS. They report nearing completion of this process. The Committee has established a work group to develop a training session on Understanding Microbiology (the first of a potential series of training materials). The Committee has also finalized for their membership roster for 2022 but includes a 3rd term request to the CSDP EC for Jessica Hoch. As a quorum was no longer present, the request will be finalized by email. Subsequent to the closure of this CSDP EC meeting, this 3rd term request has been approved.

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 but after meeting with PTEC and PTPEC, a FoPT subcommittee is being formed to develop the criteria and standard testing conditions associated with WET PT at which point the PTEC will look into providing whatever revisions may be necessary in the PT Volumes/Modules.

Radiochemistry – The Committee continues to look at the Technical Expert definitions for radiochemistry, which at this point is still considered inadequate for Radiochemistry. They will continue to work to resolve this issue. They also continue to work on resolving the issue of reporting of uncertainty in PT studies. The Committee will/is providing information and assistance in this regard to PT Providers. The Committee also discussed FoPT requirements for non-Drinking Water methods which will follow the completion of their proposals for Drinking Water FoPT.

Asbestos – The Asbestos Committee has further modified its DS based upon persuasive comments received by the Committee and a few editorial type comments received in San Antonio. The DS will be balloted by the Committee in their meeting later this month and re-posted for any further comments before moving forward.

Accreditation Council – At the last AC meeting discussion of Environmental Justice continued; primarily as relates to the translation of the TNI Standard into other languages. The TNI BoD discussed this topic and decided, consistent with the AC, that no specific action in this regard was to be taken other than the possibility of offering upon request, assistance in translating the specific section of a Volume/Module as requested.

Agenda Item 7 - New/Old Business

Standards Activity & Tracking Spreadsheet

Bob reported that virtually all Committees continue to work on modifications to their Volumes/Modules and that all public comment periods for applicable Volumes/Modules are now closed without any public comments being received. As committees continue to develop their modifications, Bob reminded Chairs to ensure compliance with the numerous reporting requirements of SOP 2-100, Rev. 3.4. He asked for continuing communication regarding Committee progress as much of the required notifications will be handled by him.

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.

The status of the CSDP EC work on the Glossary was reported to be awaiting comments/approval of the Policy Committee. Paul will distribute to Committee Chairs a copy of the draft glossary for use by the committee's in preparing their modifications to their Volume/Module.

Adjournment

The CSDP EC meeting adjourned at PM 2:35 ET. The next meeting of the CSDP EC is scheduled for Thursday April 14, 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

March 10, 2022; 1:00 PM ET

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

1. Approval of Agenda
2. Roll Call
3. Review and approval of February 10, 2022, meeting minutes
4. Module Numbering Format - Discussion
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
 - b. Expert Committee Member Training
 - c. Committee Member Business