

**SUMMARY OF THE  
TNI CONSENSUS STANDARDS DEVELOPMENT PROGRAM  
EXECUTIVE COMMITTEE MEETING  
APRIL 14, 2022**

The Executive Committee held a conference call on Thursday, April 14, 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	Present
Michelle Wade, Chemistry	Absent
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	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 March Minutes**

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



CSDEC Minutes  
220310-Final.docx

**Agenda Item 4 – NEMC Registration**

Paul reminded members that registration for the 2022 NEMC Conference is now open and to register for the conference and to make hotel reservations as soon as possible.

## **Agenda Item 5 – SOP 2-101 – Procedures for Expert Committee Operations**

Paul presented the Policy committee approved SOP 1-101 concerning Committee Operations and their direction to modify the CDSP EC SOP 2-101 to include only those elements of said SOP that are not covered by SOP 1-101. The consensus of the CSDP EC was that this request should receive additional consideration by the Policy Committee. Numerous reasons were cited for the CSDP EC to use only one all-inclusive SOP. The principal concern of the EC was that requiring use of 2 separate SOPs to ensure compliance was unnecessary and while agreeing generally with the desire for consistency in TNI policies and procedures, that it was more beneficial for the Expert Committees to use only one all-inclusive SOP to govern Expert Committee operations.

## **Agenda Item 6 - 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 leadership and logistics of the work groups has been established the meetings have commenced. The winter meeting is targeted for presentation of initial modifications to the volumes and modules under review. The upcoming summer meeting will be used to review the status and direction of the work groups. The committee has finalized membership for 2022 and Jim Todaro has volunteered to accept the role of Vice Chair. Bob will provide the final PTEC roster to Paul.

On a separate note, Kirstin, in her third and anticipated final year as committee chair, discussed the reluctance of members to accept leadership roles (Chair and Vice Chair). This is believed to be a relevant concern in other committees as well. This appears to be a necessary topic for further CSDP EC discussion and potential resolution.

Field Activities – Scott reported by email that the FAC had a good meeting on April 14, 2022 and worked more on the language in Volume 1. Their webinar/public meeting was held on March 15, 2022 and was well attended and as of their last meeting, they had not received any comments back on Volume 2 following the said webinar.

Quality Management Systems – The Committee has been working to ensure consistency with ISO 17011 and to ensure that all necessary items previously contained in the earlier versions of ISO 17011 are maintained in revisions to V1M2. The committee's established work groups (Language Update and Definitions) are proceeding well (language update group completed 2 of 5 tasks and definitions group has completed 4 of 9 tasks). The committee also continues efforts regarding Technical Expert definition and has distributed proposed language to other Expert Committees for review and further input.

Laboratory Accreditation Body – The Committee continued to review comments received on their changes to the Standard. Their current approach is to identify persuasive versus non-persuasive comments and then to return to the process of proposed changes in the language of the Standard. The process however continues to move at a slow pace.

Stationary Source Audit Sample – The committee has yet to receive a response from the EPA regarding their previously reported correspondence. The SSAS remains suspended pending further actions.

Chemistry – The Committee still has one unresolved SIR and awaits a response from the LASEC. The Committee has established work groups to develop proposed language in the modification of M4. The leadership and logistics of the work groups has been established the meetings have commenced. These recommendations will be returned to the full Committee for consideration in their DS. The Committee continues to fill its roster. One new member has been added, Anand Mudambi, and one new Lab representative is currently being balloted and the final roster will be complete by month's end.

Microbiology – The Committee has received approval for Jessica to participate for a third term. The committee has received comments from the posting of their DS and is review said comments as to their persuasive/non-persuasive impacts on the DS. Revision to the language of the DS for will then be proposed. They anticipate a revised DS will be available soon. The Committee is also finalizing plans for a training course to be presented at the summer TNI meeting on Understanding Microbiology (the first of a potential series of training materials).

Whole Effluent Toxicity – The Committee is updating criteria for standardized conditions in performance of PT sample analyses. Once this effort is completed, this information will be shared with the PTPEC and PTEC and form a basis for FoPT development. The committee also continues to work on potential changes to Module 7 and hopes to have a publishable document by the end of the year.

Radiochemistry – The Committee has developed a proposal for the reporting of uncertainty with PT results that will be with applicable PTPs. It is believed that this effort can result in uncertainty being used in PT evaluations. A public meeting was held on April 6,2022 and no comments have been received.

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 revised DS has been successfully balloted by committee and will be posted on the TNI website with all required internal and public announcements made by the end of the month.

Accreditation Council – The AC has not met recently and there was nothing to report.

## **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 handled by him.

### **Expert Committee Member Training**

Paul reminded all Committees, particularly those with new members, to ensure that training had been completed and reported to committee chairs and the respective PA.

### **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 repairing their modifications to their Volume/Module.

## **Adjournment**

The CSDP EC meeting adjourned at PM 2:25 ET. The next meeting of the CSDP EC is scheduled for Thursday May 12, 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

April 14, 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 March 10, 2022, meeting minutes (attached)
4. NEMC Registration is Open
5. SOP 2-101 – Procedures for Expert Committee Operations
6. Committee Reports
  - a. Accreditation Council
  - b. Proficiency Testing
  - c. Field Activities
  - d. Quality Management Systems
  - e. Laboratory Accreditation Body
  - f. Stationary Source Audit Sample (suspended)
  - g. Chemistry
  - h. Microbiology
  - i. Whole Effluent Toxicity
  - j. Radiochemistry
  - k. Asbestos
7. New/Old Business
  - a. Standards Activity & Tracking Spreadsheet
  - b. Expert Committee Member Training
  - c. Committee Member Business?