

**SUMMARY OF THE
TNI CONSENSUS STANDARDS DEVELOPMENT PROGRAM
EXECUTIVE COMMITTEE MEETING
MAY 12, 2022**

The Executive Committee held a conference call on Thursday, May 12, 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	Present
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	Absent
Rami Naddy, WET	Absent
Cody Danielson, Microbiology	Absent
Scott Haas, FAC	Present
Terry Romanko, Radiochemistry	Present
Cathy Westerman, VA DCLS, Ex-Officio	Present
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.

Agenda item 3 - Review and Approval of April Minutes

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



CSDEC Minutes
220414_final.docx

Agenda Item 4 – Internal Audit Update

Paul updated the CSDP EC and advised that the proposed internal audit forms have been presented to the Policy Committee for approval. The next Policy meeting should address the approval process required for use of these internal audit forms. Audit initiation and completion schedule is not yet defined.

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. Paul presented a new version of SOP 1-101 where he has included the needed exemptions specific to Expert Committee operations. General consensus was that while consolidation was generally a good idea, some consolidations were counterproductive and potentially unnecessary. The result of significant discussion was that all CDSP EC members should carefully review this situation including Paul's exemptions and be prepared to comment at the June conference call. The concern was also raised that combining the ECDP EC operation procedures with all other executive and administrative committee may open up TNI to further scrutiny from ANSI as the Operation SOP is a key element of their auditing process. Bob will further research this potential concern while review of exemptions is completed by all and Paul brings these comments back to the Policy Committee.



SOP-1-101-Rev3.0-Policy-ComOps-050822-



Appendix A_SOP 1-101_Exemptions_CS

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 summer meeting will be used for general discussion of work group efforts while the winter meeting is targeted for presentation of initial modifications to the volumes and modules under review. An ANSI PINS was submitted for EL V4.

Field Activities – Scott reported that the FAC continues to work on modifications to both Volumes 1 and 2. Their webinar/public meeting on March 15, 2022 resulted in no comments. The FAC is targeting DS for Volumes 1 and 2 by the end of the calendar year.

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 (for resolution of identified issues). 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. Assessor Training and Qualifications remains a major issue. Based on recent changes the LAB is now out-of-balance and needs to recruit an AB or Other interest category individual.

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 unresolved SIRs and was advised that SIR 390 would be accepted but SIR 391 would not pass the LASEC. The CEC will have to address this situation. 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; the final vacancy was filled by Karna Holquist of the TCEQ. Additional Associate members have also joined the CEC.

Microbiology – The Committee is working on comments received on their DS. Persuasive comments will necessitate a revision to the DS. SIRs 423 and 425 are being returned to the Committee for further response. The Committee is currently balanced but seeks additional AB and/or Other interest category participants. The Committee is also finalizing plans for a training course to be presented at the summer TNI meeting on Understanding Microbiology

Whole Effluent Toxicity – The Committee is finalizing criteria for standardized conditions in performance of PT sample analyses. This Committee product will be shared with PTEC and PTPEC for potential utilization in their Volumes and Modules and will 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. The topic of DOC and particularly analyst DOC remains problematic for the Committee.

Radiochemistry – The Committee has developed a proposal for the reporting of uncertainty with PT results that will be with applicable to PTPs. It is believed that this effort can result in uncertainty being used in PT evaluations. The Committee is also working to provide considered input to QMS Committee regarding the definition of Technical Expert.

Asbestos –The revised DS has been successfully balloted by committee and has been posted on the TNI website with all required internal and public announcements have been made. The Committee awaits any comments on the Revised DS.

Accreditation Council – The AC has nothing to report relative to the CSDP EC from recent meetings.

Agenda Item 7 - New/Old Business

Aaron suggested an issue for CSDP EC attention was the potential need to ensure that duplication of information/requirements was removed from the Volumes/Modules of the Standard. She pointed out for example, that requirements in the chemistry and microbiology modules are repetitive relative to information presented in the Quality Systems Management module. The suggestion was that removal of these duplications could serve to simplify the technical modules. Paul is going to add this topic to future agenda.

No time remained for discussion of the other items from the agenda.

Standards Activity & Tracking Spreadsheet

Expert Committee Member Training

Committee Member Business

Adjournment

The CSDP EC meeting adjourned at PM 2:40 ET. The next meeting of the CSDP EC is scheduled for Thursday June 9, 2022, at 1:00 PM E

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

May 12, 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 April 14, 2022 meeting minutes (attached)
4. Internal Audit Update
5. SOP 1-101 – Operation of TNI Committees
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?