

**SUMMARY OF THE
TNI CONSENSUS STANDARDS DEVELOPMENT PROGRAM
EXECUTIVE COMMITTEE MEETING
JUNE 9 2022**

The Executive Committee held a conference call on Thursday, June 9, 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	Absent
Paul Junio, Chair, At-Large Member	Present
Kirstin Daigle, Proficiency Testing	Present
Debbie Bond, Quality Systems	Present
Rami Naddy, WET	Absent
Cody Danielson, Microbiology	Absent
Scott Haas, FAC	Absent
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 May Minutes

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



CSDEC Minutes
220512_final.docx

Agenda Item 4 – Internal Audit Update

Paul updated the CSDP EC as to the status of Internal Audits (IA). The Policy committee has not yet finalized the IA process but should complete the task in the near future. After the checklists are uploaded to the website, committee chairs and respective PA will be instructed to begin the IA activity.

Agenda Item 5 –Subcommittee Meeting Minutes/ Work Product

Paul presented the requirements associated with Subcommittee and Work Groups. Per SOP, subcommittees are established by the host committee and are generally chartered as mor or less permanent functions whose duties and responsibilities are defined by the host committee. Meeting minutes and administrative issues such as procedures for decision making etc. similar to host committee are required. Work Groups are different in that while established by the host committee, they are temporary in nature and do not require compliance with the administrative processes required of the host committee (i.e., minutes etc.).

Agenda Item 6 - SOP 2-101 – Procedures for Expert Committee Operations

Following previous CSDP EC meetings and those of the Policy Committee, the decision was made to maintain the SOP 2-101 as a stand alone but companion document to the revised SOP 1-101. Paul prepared and presented a draft of the revision to SOP 2-101 which insures consistency with the language and requirements of SOP 1-101. The committee reviewed this draft of SOP 2-101 and after discussion of a number of items, a motion was made by Michelle Wade and seconded by Debbie Bond to approve these changes to SOP 2-101. The motion was passed unanimously by the committee. This draft, approved by the committee, is presented below.



SOP-2-101-Rev4-CSD
P-ComOps-22-05-23-

Bob mentioned that on final approval of this SOP, a copy must be submitted to ANSI for review. It was also mentioned that after utilizing SOP 2-100 for the past few years a number of minor updates/changes to the included processes could improve this SOP. Said changes, if made, would also require ANSI review. Bob agreed to presented, first to the PAs and then to the full committee, a draft of potential edits to SOP 2-100.

Agenda Item 7 – CSDP EC Review of Modules

Aaren suggested that common language should be consolidated into one module (likely M2). This action could simplify language in other modules as well. It was recognized that select modules would still require definition of specific requirements in their modules. The example of DOC was presented and efforts to consolidate issues such as frequency, documentation, etc. was suggested.

It was further suggested that terms used in the Standard such as procedure, process, etc. could be standardized.

Aaren volunteered to address this issue further and report back to the CSDP EC. Copies of Radiochemistry, Microbiology and Asbestos draft modules are available on the TNI website.

Agenda Item 8- Committee Reports

Proficiency Testing – The PTEC has established 2 work groups to work on the draft standard for each volume. V1/V2 and V3/V4. When this work is complete, we will have another workgroup to compare all 4 volumes. Nothing controversial at this time, working to make the volumes consistent and ensure that information used in the volumes for PTP, and ABs is also covered in the lab volume since labs don't usually purchase all 4 volumes. For the July meeting, we will work on the details of our agenda for the August meeting. We have also requested, and Jerry is working on putting together a special session on Method Codes. During our previous meetings, labs and ABs raised the concern that there are too many overlapping method codes for the same method, and this is causing problems, sometimes loss of

accreditation, because different ABs may use different method codes, but lab can only report one method code for PT. If the method code reported does not match the ABs database, the PT result is scored unacceptable even if the result is acceptable and the proper method reference was reported. This is causing loss or suspension of accreditation and in some cases, labs are not able to obtain secondary accreditation because the method codes used by the primary/secondary AB do not match.

Field Activities – Scott reported that the FAC continues to work on modifications to both Volumes 1 and 2. Otherwise, nothing new to report from FAC.

Quality Management Systems – The committee finalized a rewriting of ISO 17011, 4.3.1 and agreed on a location for the wording. The purpose of including it in an introductory section of V1M2 is to make labs aware that ABs may request this information but not to make it a lab requirement. During the last committee meeting, we received an update from Paul on work completed by the Definitions Work Group. We continued with a few updates to the standard based on the crosswalk between ISO 17025:2005 and ISO 17025:2017. We also started the discussion on SIR 433 and will continue during Monday's meeting. The Definitions WG has completed all but one definition and will need to make a review of instances of 'policies', 'programs', 'instructions', 'processes', 'procedures', etc. to tackle the decision on the need for a definition for policy. The Language Updates WG has completed all but 2 tasks and continues work on those. In April QMS provided technical module committee chairs with the Technical Manager/Expert/Specialist (however named) language for their input into the experience and education necessary for the position based on the testing over which the person will be responsible. We've received some edits/feedback and are waiting on the rest before discussing as the QMS Committee.

Laboratory Accreditation Body – The Committee Report is slowly making it through comments. We are requesting feedback from the community regarding frequency, if any, for onsite assessments to be conducted versus allowing for an AB to conduct only remote assessments of labs. We plan to discuss frequency and components of internal audits, remote vs. on-site assessments, and assessor training requirements at Conference

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 – Chemistry Expert Committee met on June 1. The agenda for Crystal City was discussed, so it could be formalized. The definitions of Validation/Verification as provided by the Glossary Work Group were discussed. The committee feels that the definitions as provided by ISO do not sufficiently address verification of methods. As the committee works through updated language, we will come back to the Glossary Work Group if we feel we need to. The committee spent the remainder of the call working through the Technical Expert language as provided by the QMS EC. We made great strides during the discussion and have scheduled an additional call later this month to finalize our discussion before providing language back to the QMS EC.

SIRs 391 and 402, returned from the LASEC were not discussed on the call but were forwarded to the SIR Subcommittee to start a discussion where it was found that the language that had been presented to the AC for voting was not the final approved language by the committee. Further discussion with the SIR subcommittee needs to be done to determine how we're going to handle this.

Microbiology – The Committee is making good progress on the Understanding Micro training series, mainly Part 1, which will be presented in August. The workgroup meets twice a month to collaborate and makes independent progress in-between meetings. The committee is more re than halfway through voting on persuasive/non-persuasive regarding comments to the DS as well as the language that will be used in the Revised DS in response to persuasive comments. We hope to complete this voting during our meeting next week, after which we should be able to complete the Revised DS language. We had two

SIRs returned to us and have had little email feedback on the presented idea for path forward, so that will be a discussion topic at next week's meeting. Also, at next week's meeting we will discuss who is attending August's meeting and what we would like to discuss at the meeting. There has been no change in membership, but they are still hunting for Other/AB voting members.

Whole Effluent Toxicity – The Committee is still working through the WET standard as a whole committee building consensus. Also, in the process working with PTPEC and PTP Exp Comm on WET DMRQAs / PT. The committee finalized standard test conditions for WET tests in PT / DMRQA studies and will be sending that out to PTPEC et al. today or tomorrow. Regarding membership, one of our ABs resigned due to a change in jobs but believe they are still good regards to balance.

Radiochemistry – The Committee last met on Thurs., 5/25/2022. The main substance of our discussion was regarding "Technical Expert", and we voted on wording which was subsequently sent to Debbie Bond. Our next meeting is scheduled for Wed, 6/22/2022 at 1pm Central.

Asbestos –Asbestos did not meet last month as we await the close of the comment period.

Accreditation Council – The AC has nothing to report relative to the CSDP EC. As a note the AC did discuss the relevance of "remote assessments" as a topic of significance to the AC and the LAC EC and we may try to have some time in the Crystal City AC meeting for some input from stakeholders on this topic.

Agenda Item 9- New/Old Business

Activity & Tracking Spreadsheet

Bob reported no significant change to Standard activities beyond continued committee work.

Committee Member Business

Paul reminded members of EMS preregistration and hotel accommodations

Aaren requested that each committee advise LAB as to their position on virtual versus on-site assessments. Should there be a requirement at some frequency for on-site assessments in addition to virtual assessments.

Adjournment

The CSDP EC meeting adjourned at PM 2:40 ET. The next meeting of the CSDP EC is scheduled for Thursday July 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

June 9, 2022; 1:00 PM ET

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

1. Roll Call
2. Approval of Agenda
3. Review and approval of May 12, 2022 meeting minutes (attached)
4. Internal Audit Update
5. Subcommittee Meeting Minutes / Work Product
6. SOP 1-101 – Operation of TNI Committees / SOP 2-101 – Procedures for Expert Committee Operations
7. CSDP EC review of Modules
8. 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
9. New/Old Business
 - a. Standards Activity & Tracking Spreadsheet
 - b. Expert Committee Member Training
 - c. Committee Member Business