

**SUMMARY OF THE
TNI CONSENSUS STANDARDS DEVELOPMENT
EXECUTIVE COMMITTEE MEETING
AUGUST 29, 2019**

The Executive Committee held a conference call on Thursday, August 29, 2019, at 2:30 PM EST. Chair Paul Junio led the meeting. The Agenda for the meeting is presented as Attachment 1.

Agenda item 1 – Roll call

Attendance:

Carl Kircher, LAB	Absent
Kevin Holbrooks, At-Large Member	Absent
Valerie Slaven, Chemistry	Absent
Robin Cook, At Large Member	Absent
Tom Widera, Stationary Source Audit Sample	Present
Paul Junio, At Large Member	Present
Nicole Cairns, Proficiency Testing	Present
Jessica Jensen, Quality Systems	Present
Rami Naddy, WET	Present
Kasey Raley, Microbiology	Present
Scott Haas, FAC	Present
Terry Romanko, Radiochemistry	Present
Cathy Westerman, VA DCLS, Ex-Officio	Present
Myron Getman, 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 2 - Review and approval of July 25, 2019 minutes

The meeting minutes were reviewed. A motion to accept was made by Nicole and seconded by Kasey. The motion passed unanimously. Minutes will be forwarded to William for posting.

Agenda item 3 - Standard Development Task Force

Paul reviewed meeting in Jacksonville; more information to be provided to committee prior to the next meeting. The process will be involved and will take considerable time. The ANSI audit response is also suggesting numerous changes in how the SOP is presented.

One item of note and as an example was the use of the term “public” which needs definition and more clarification without losing the position of transparency and openness.

Agenda Item 4 – Reminders - Committee Member Spreadsheet/Chair & Committee Member Training

Paul reminded committee members of the available training. Paul has correspondence from committee chairs as to individual completion of training which he will summarize and distribute.

Agenda Item 5 – Internal Audit Checklist Update

Paul distributed internal audit checklist forms to committee members. The distributed documents were reviewed and discussed. With minor corrections committee provided general agreement. Scott moved and Jessica seconded approval of the modified checklist (see below) of the CSDEC; the motion passed unanimously.



IAChecklist - CSDP Executive Committee-v4 PJ082019[3556].pdf

The CSD Expert Committee internal audit list was then reviewed and discussed. After discussion and minor corrections, Scott moved and Jessica seconded approval of the modified checklist (see below) of the CSD Expert Committees; the motion passed unanimously



IAChecklist - CSDP Expert Committee-v4-PJ-082519[3557].pdf

The approved documents will be forwarded to the Policy committee for final approval.

Agenda item 6 – Updates to Standards Activity Spreadsheet

Bob reported that the standards activity spreadsheet is up to date.

Agenda item 7 ---Committee Openings – 2020 – Newsletter Article

Paul is collecting roster information and will be publishing an article in the TNI newsletter in attempts to solicit new and/or more members to expert committees.

Agenda Item 8 -- Committee Reports

Proficiency Testing – In Jacksonville committee discussed PTRL guidance and select SIRs to assist labs with upcoming implementation. Next meeting will focus on membership issues and the direction of efforts of the committee relative to the next revision of the standard

Field Activities – Reported moving work efforts to PowerDMS. Continuing to work on the draft VDS and with the FSMO Executive Committee to add more value to the program and hopefully increase participation.

Quality Systems – Committee continues to work on the issue of defining Technical Manager; other committees solicited for input by 10/1/2019. Draft language proposed to be shared with AC for their input by the Newport Beach meeting. Tracking older comments and SIRs to ensure new language has addressed all the comments.

Laboratory Accreditation Body – Lynn reported that the committee is continuing to review comments from the web posting, the Jacksonville meeting as well as a few leftover from Milwaukee. While resolution of comments is an unpredictable activity a VDS is anticipated by the end of this year or early next year.

Stationary Source Audit Sample – With the program on hold due to the lack of a second audit sample provider, the committee is working on ways to entice another provider. Actions include revising 2 SOPs (one to lower the concentration range for audit samples as recommended by recently completed survey and second the management of the SSAS Tables). They are also reviewing all 3 SSAS modules to make participation more palatable.

Chemistry – In Jacksonville the committee approved Chad Stoikes as Vice Chair. Reviewed 4 old SIRs and will forward to LASEC/AC; hopefully that will finalize these SIRs. Committee finished the SIR Summary and will forward to Ilona. Their next meeting will focus on future efforts, the most noticeable is resolving issues in the current standard with Demonstration of Capabilities (DOC).

Microbiology – Have not met since Jacksonville where they addressed SIR resolution. Are looking at potentially opening up the standard to address concerns including but not necessary limited to filter blanks and conductivity vs. conductance as used in the standard and the methods.

Whole Effluent Toxicity – The committee had not met since Jacksonville but received input there on the issue of DOC (i.e., analyst vs. laboratory in the case of WET). They also met with Lem Walker who in the absence of the ELAB will attempt to coordinate the committee's interaction with parties within EPA. WET is also working with PTEC to resolve issues unique to WET lab proficiency.

Radiochemistry – Has not met since Jacksonville. The committee is beginning the process of review of potential changes to Module 6 of the Standard.

Asbestos – Asbestos committee did not meet in Jacksonville but held their regularly scheduled conference call. The committee continues to work on their draft VDS. They anticipate that the VDS will be presented in Newport Beach. No comments have been received relative to the Notice of Intent, Website posting of the activity or the summary and outline recently posted. The comment period has closed and the process will continue. Technical Manager input is being sought and developed for the QS committee.

Agenda Item 9 – New/Old Business

None to report.

Adjournment

It was moved by Rami and seconded by Kasey to adjourn at 3:56 PM EDT. All were in favor.

The next meeting of the CSDEC is scheduled for September 12, 2019 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	2/19/2019
2/19/2019	2	Vice Chair of CSDEC	Paul	3/14/2019
2/19/2019	3	Reconstitute SRC	Paul	With Michelle Wade acceptance 3/14/2019
2/19/2019	4	Develop new Committee and committee chair training	Bob and Paul	On-going
2/19/2019	5	Communicate with each expert committee chair to update Standards Tracking form	Bob	4/11/2019
2/19/2019	6	Insure Radiochemistry Standard submitted to ANSI	Bob	
2/19/2019	7	Post outline from LAB for comment	Bob	4/17/2019
2/19/2019	8	Task Force for modification of SOP on Standard Development	Paul	On-going; requested meeting in Jacksonville
3/14/2019	9	Complete SIR spreadsheet review by August, 2019	Committee Chairs	
3/14/2019	10	Access to Internal Audit Database	Ilona	
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

ATTACHMENT 1

Consensus Standard Development Executive Committee
Conference Call
August 29, 2019; 2:30 PM ET
Dial-in-number: 1-712-832-8330; code 822174#

1. Roll Call
2. Review and approval of July 25, 2019 meeting minutes (attached)
3. Standards Development Task Force
4. Reminders - Committee Member Spreadsheet/Chair & Committee Member Training (<http://nelac-institute.org/eds/download/ChairTraining.php>)
5. Internal Audit Checklist Update
6. Updates to Standards Activity Spreadsheet
7. Committee Openings – 2020 – Newsletter Article
8. Committee Reports
 - a. Proficiency Testing
 - b. Field Activities
 - c. Quality Systems
 - d. Laboratory Accreditation Body
 - e. Stationary Source Audit Sample
 - f. Chemistry
 - g. Microbiology
 - h. Whole Effluent Toxicity
 - i. Radiochemistry
 - j. Asbestos
 - k. Accreditation Council
9. New/Old Business

ATTACHMENT 2

TNI Internal Audit

Program

IAChecklist - CSDP Executive Committee-V4-MM-DD-19

SOPs/Policies Referenced: SOP 2-100 Rev 2.2, SOP 2-101 Rev 2.1, SOP 1-102 Rev 0.3, SOP 1-104 Rev 2.1, SOP 1-105 Rev 0.2, SOP 1-116 Rev 4.0, POL 1-101 Rev 0.2, POL 1-108 Rev 0, POL 1-110 Rev 0.1

No.	FREQUENCY	Reference	Program and Executive Committee	Yes	No	N/A	COMMENTS
1	Self - Annual External - 5 Years	Bylaws: Article XI, Section 4. SOP 2-100: 2.3.2	For purposes of determining balanced representation, the default stakeholders are ABs, laboratories and other organizations directly involved in providing sampling and environmental measurement, and all others. (The Consensus Standards Development Executive Committee must approve the use of any other stakeholder groups.)				
2	Self - Annual External - 5 Years	SOP 2-101: 2.3.2	All Committee Members and Associate Committee Members have individual TNI membership or are Affiliates as defined in the Procedures Governing Standards Development, Section 1.3.1 (SOP 2-100).				
3	Self - Annual External - 5 Years	SOP 2-101: 2.3.3	No organization has more than two Committee Members at any one time on a particular Committee (without approval by CSDEC and the TNI Board). An organization is a company, state government, EPA Program/Office/Region, or other federal agency.				
4	Self - Annual External - 5 Years	SOP 2-101: 2.3.4	Interests are balanced.				
5	Self - Annual External - 5	SOP 2-101: 2.4.1	The committee annually publicizes the number of openings available on the committee and the interest categories needed for additional				

	Years		Committee Members.				
6	Self - Annual External - 5 Years	SOP 2-101: 2.4.5	Each committee member's declared interest category has been confirmed by a TNI Staff member.				
7	Self - Annual External - 5 Years	SOP 2-101: 2.4.7	TNI Staff maintains a record that tracks committee applications and their status.				
8	Self - Annual External - 5 Years	SOP 2-101: 2.4.8	The applicant/nominee was informed that the nomination was under consideration.				
9	Self - Annual External - 5 Years	SOP 2-101: 2.4.8	The applicant/nominee was contacted within 60 days of receipt of the application by the committee applied to.				
10	Self - Annual External - 5 Years	SOP 2-101: 2.4.9	The committee chair recommended the applicant/nominee to the CSDExC within 30 days after the committee made a decision or returned the application to TNI Staff to notify the applicant they are not acceptable or appropriate for the committee.				
11	Self - Annual External - 5 Years	SOP 2-101: 2.4.10	The CSDExC Chair confirms appointments of committee members within 30 days.				
12	Self - Annual External - 5 Years	SOP 2-101: 2.4.11	Applicants/nominees are informed about their acceptance by the Committee Chair within 10 days of CSDExC Chair decision.				

1 3	Self - Annual External - 5 Years	SOP 2- 101: 2.5.1	No member has served more than two three year terms consecutively without exceptional circumstances approved by the Chair and CSDEC.				
1 4	Self - Annual External - 5 Years	SOP 2- 101: 2.5.3	The committee has been informed about committee member job changes and changes in interest categories were evaluated.				
1 5	Self - Annual External - 5 Years	SOP 2- 101: 2.5.6	All committee members voted when the Standards the committee was responsible for were put up for vote.				
1 6	Self - Annual External - 5 Years	SOP 2- 101: 2.5.6	Expert members who did not vote were removed from the committee unless extenuating circumstances existed and the Committee Chair and CSDExC Chair agreed.				
1 7	Self - Annual External - 5 Years	SOP 2- 101: 2.6	With the exception of a new committee, the Chair has at least one year's experience on the committee.				
1 8	Self - Annual External - 5 Years	SOP 2- 101: 2.7.2	The committee updates its Charter every year and submits it to the CSDEC for approval.				
1 9	Self - Annual External - 5 Years	SOP 2- 101: 2.8.1	A scope and duties delegated exists for every subcommittee and it is current.				
2 0	Self - Annual External - 5 Years	SOP 2- 101: 2.8.2	Subcommittee recommendations and actions are approved by a two thirds majority of the full committee.				
2 1	Self - Annual External	SOP 2- 101: 3.1.1	Participation in all expert meetings is open to all TNI Members, Affiliates, and interested members of the public				

	I - 5 Years		who register with the Chair.				
2 2	Self - Annual External I - 5 Years	SOP 2- 101: 3.1.2	The committee meeting schedule is posted on the TNI website.				
2 3	Self - Annual External I - 5 Years	SOP 2- 101: 3.1.2	Supplementary committee meetings are posted at least 5 days in advance.				
2 4	Self - Annual External I - 5 Years	SOP 2- 101: 3.1.3	Meeting invitations and abbreviated agendas are sent out at least 5 days before the scheduled meeting.				
2 5	Self - Annual External I - 5 Years	SOP 2- 101: 3.1.5	Agenda changes are agreed to by meeting participants and the minutes reflect these changes.				
2 6	Self - Annual External I - 5 Years	SOP 2- 101: 3.1.7	Minutes are taken and circulated to committee for comment as soon as possible and prior to the next meeting, however undertaken.				
2 7	Self - Annual External I - 5 Years	SOP 2- 101: 3.1.7	Final minutes are distributed to TNI within 10 days after approval.				
2 8	Self - Annual External I - 5 Years	SOP 2- 101: 3.2.4	Notifications of special meetings are at least 60 days prior the meeting.				
2 9	Self - Annual External I - 5 Years	SOP 2- 101: 3.2.7	Minutes are taken at Face-to-Face meetings and circulated to the committee for comment as soon as possible and prior to the next meeting, however undertaken.				

30	Self - Annual External - 5 Years	QMP: 4.2	Committee's Charter (milestones, timelines, etc.) lines up with the most recent TNI Strategic Plan.				
31	Self - Annual External - 5 Years	QMP: 5.1	A committee application is on file for every committee member.				
32	Self - Annual External - 5 Years	SOP 1-102: 7.0	The committee has a written procedure for rules governing how decisions are made.				
33	Self - Annual External - 5 Years	SOP 1-104: 6.0	All minutes, policies, SOPs, evaluation records and final versions of specialized documents are distributed to TNI for archiving.				
34	Self - Annual External - 5 Years	SOP 1-104: 6.6.1	Documents are labeled following the naming conventions in SOP 1-100 and SOP 1-116.				
35	Self - Annual External - 5 Years	SOP 1-105: 8 to 11	Guidance documents developed and posted on the Committee or Program website follow the TNI procedures for developing guidance documents and they are approved by the Policy Committee.				
36	Self - Annual External - 5 Years	SOP 1-105: 5.4	All guidance documents posted by the committee include the TNI required disclaimer.				
37	Self - Annual External - 5 Years	SOP 1-116: 5.1	All SOPs and Policies in development have an assigned number when work on the document commences.				

	Years						
38	Self - Annual External - 5 Years	SOP 1-116: 5.1	All SOPs follow the format as described in SOP 1-100 and the file naming convention is used.				
39	Self - Annual External - 5 Years	SOP 1-116: 5.1	All policies have a similar style to SOP 1-100 and use similar file naming conventions.				
40	Self - Annual External - 5 Years	SOP 1-116: 5.1	All copies of Provisional and Final versions of Policies and SOPs are submitted to the Policy Committee for document tracking.				
41	Self - Annual External - 5 Years	SOP 1-116: 5.1, 5.2	All Provisional SOPs are posted on the TNI website in the Policies and Procedures area.				
42	Self - Annual External - 5 Years	SOP 1-116: 5.2.2	All Provisional Policies and SOPs are clearly marked as "Provisional" in parentheses after the effective date on the cover page and header of each page.				
43	Self - Annual External - 5 Years	POL 1-101: VI	Procedures for evaluating claims of conflicts of interest have been developed by the program.				
44	Self - Annual External - 5 Years	POL 1-108: II	Procedures for handling and addressing complaints have been developed by the program.				
45	Self - Annual External - 5 Years	POL 1-110: III	The principles of openness for committee meetings are followed.				

4 6	Self - Annual External - 5 Years	QMP: 9.2, 9.3	Corrective actions from previous internal audits have been corrected.				
4 7	Self - Annual External - 5 Years	SOP 2- 100: 10	The following records are maintained. Records include, but are not limited to, minutes of Expert Committee meetings; summaries of membership votes on standards; persuasive and non-persuasive negative votes, including comments from committee members; Expert Committee response to persuasive negative comments; and final approved standards. Minutes of all Expert Committee meetings are recorded and made available on the TNI website.				
4 8	Self - Annual External - 5 Years	SOP 2- 100: 10	All records, including those relating to the approval, revision, or reaffirmation of a standard are retained for a minimum of five (5) years or one complete standards cycle, whichever is longer. All records related to the withdrawal of a standard are retained for five years from the date of withdrawal. (Sect 10)				

ATTACHMENT 3