

**SUMMARY OF THE
TNI CONSENSUS STANDARDS DEVELOPMENT
EXECUTIVE COMMITTEE MEETING
JANUARY 10, 2019**

The Executive Committee held a conference call on Thursday, January 10, 2019, at 1:00 pm EST. Chair Bob Wyeth led the meeting. In Ken's absence, Lynn Bradley took notes and prepared the minutes.

Agenda item 1 – Roll call

Attendance:

Carl Kircher, LAB	Present
Kevin Holbrooks, Field Activities	Present
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
Terry Romanko, Radiochemistry	Present
Myron Getman, Asbestos	Present
Bob Wyeth, Chairman, At Large Member	Present
Ilona Taunton, TNI Staff	Present
Lynn Bradley, TNI Staff	Present
Ken Jackson, Program Administrator	Absent

Agenda item 2 – Review and approval of December 13, 2018 meeting minutes

Minutes from the December meeting are not available. They will be approved and posted when available.

Agenda Item 3 -- Chair and Committee Member Training

Bob reminded the chairs to have all members take the training, available at <http://nelac-institute.org/eds/download/ChairTraining.php>

Agenda item 4 – Updates to Standards Activity Spreadsheet

There were no updates since the previous meeting.

Agenda item 5 -- Inputs for Annual Report

Bob noted that he has received the two PowerPoint slides as requested – one for 2018 accomplishments and one for 2019 plans – from Microbiology, Proficiency Testing (PT), Quality Systems, Radiochemistry, Field Activities and SSAS, but not from Chemistry, Asbestos, Lab Accreditation Body (LAB) or Whole Effluent Toxicity (WET). Lynn noted that she sent LAB and WET, and will resend those after the meeting.

Agenda item 6 -- Potential meetings in Milwaukee; Lessons Learned and Chemistry guidance documents

After the Lessons Learned document with all comments was presented to the TNI Board of Directors, there will be a conversation among the Laboratory Accreditation Systems Executive Committee (LASEC),

the NELAP Accreditation Council (AC) and this committee during the LASEC session on Monday afternoon from 1-3 pm local time.

The Chemistry Expert Committee will be discussing LASEC's further comments on its Detection and Quantitation Guidance GUI 3-109 during the Chemistry session on Wednesday afternoon from 1-4 pm.

Agenda item 7 -- Potential changes to SOP 2-101 Rev. 1.2

The latest proposed change to the language of the Expert Committee Operations SOP 2-101 follows (proposed text for §2.3.3):

Organizations may have more than one Committee Member on an Expert Committee. An organization is a company, state government, EPA Program/Office/Region, or other federal agency.

As TNI and all Committees are striving for diversity within all Committees, membership should preferentially reflect volunteers who are representative of all sectors of the accreditation community. While balance/lack of dominance by any stakeholder group must be ensured, Committee Chairs and the CSDEC Chair will further ensure, through the membership nomination and approval process that the overall interests of all members of the accreditation community can be maintained.

The CSDEC Chair and applicable expert committee chair(s) on January 1 of each year (the beginning of any new terms or conclusions of terms for current members), will review expert committee membership rosters to ensure balance/lack of dominance, general make up of the committees and appropriate representation by the overall accreditation community.

This language had been provided to TNI's Policy Committee, which accepted it as suitable to meet the need for addressing the merger of two very large environmental labs in the community. When Policy Committee presented this language to the TNI Board of Directors, the response was that the language was acceptable provided it includes a "hard cap" of no more than two members from any single organization on a committee, with any additional members needing explicit approval by the Board of Directors with justification. The Board's expectation is that the concept, as recommended by Policy, will apply to all three committee operations SOPs (1-101, 2-101 and 5-101).

Discussion among participants indicated that maximum would be acceptable.

NOTE: After the meeting, Bob circulated revised draft language by email that, after being considered acceptable by participants, will be offered to Policy Committee for use by the other two SOPs. That language for §2.3.3 follows:

Organizations may have more than one Committee Member on an Expert Committee. An organization is a company, state government, EPA Program/Office/Region, or other federal agency. However, membership on an expert committee is limited to two members of a single organization without the recommendation of the full CSDEC and the approval of the TNI Board of Directors.

As TNI and all Committees are striving for diversity within all Committees, membership should preferentially reflect volunteers who are representative of all sectors of the accreditation community. While balance/lack of dominance by any stakeholder group must be ensured, Committee Chairs and the CSDEC Chair will further ensure, through the membership nomination and approval process that the overall interests of all members of the accreditation community can be maintained.

The CSDEC Chair and applicable expert committee chair(s) on January 1 of each year (the beginning of any new terms or conclusions of terms for current members), will review expert committee membership rosters to ensure balance/lack of dominance, general make up of the committees and appropriate representation by the overall accreditation community.

Agenda Item 8 – Meeting Summary for 2018

With the meeting agenda, Bob had distributed a spreadsheet showing committee member attendance during calendar 2018. Some committees had representatives present at half or fewer of the CSDEC meetings, and Bob requested that, if the Chair is unable to participate, that the Vice Chair or another committee member be asked to attend the CSDEC meeting so that each committee will be represented.

Lynn inquired whether these substitutes would have voting privileges, and was advised that they are permitted to vote but that is by custom and not documented in the Committee Operations SOP. She also asked whether associate members would be allowed, and suggested that, if associate members are not permitted for the CSDEC, that fact should be somewhere documented as well.

Agenda Item 9 -- Status of Expert Committee Internal Audit

Since the expert committees had volunteered to pilot the internal audit process, Bob inquired about the status of those audits. Most expert committees have been completed, although the CSDEC internal audit was not finalized before Ken became ill. Bob will complete the CSDEC document with whatever information he has access to, and provide it to Ilona, who will collect the individual committee audits as well. While none of the Program Administrators were able to enter the audit results into the database due to an unresolved glitch, Ilona will review them individually and prepare a slide for the Annual Report at conference about the process and results. This will also enable her to update the Internal Audit SOP 1-124 with some preliminary information for the “reports” section.

Agenda Item 10 -- Committee Reports

Proficiency Testing – Nicole reported that PTEC completed its last SIR review and made minor revision to the PTRL Guidance 3-114 for Policy Committee. They will discuss 2019 plans in Milwaukee.

Field Activities – Kevin reports the committee is continuing its revision of the standard, putting TNI language into the 2017 revision of ISO/IEC 17025.

Quality Systems – Jessica indicated that the next meeting will be January 14, and they plan to vote on new members as well as discuss language for Technical Director qualifications. In Milwaukee, they will provide an overview of the new standard (the one in development for 202X and beyond), discuss Technical Director concepts and possibly some other changes that might surface.

Laboratory Accreditation Body – Carl stated that at the January 15 meeting, he expects to vote on two new members and then for the committee to approve the first complete draft of Volume 2 Module 1 for publication for comments, along with an outline of changes. The outline of proposed changes will be discussed in detail at conference in Milwaukee. Ilona asked whether LAB wishes to schedule a webinar to meet the “public meeting” requirement, but with review of the language of the standard, at this stage, the multiple discussions at conference sessions appear to meet that requirement. If comments are submitted that warrant additional discussion, then a webinar can be set up.

Stationary Source Audit Sample – Tom stated that SSAS is working to revise all three modules, but since they will have no attendees to host a session at conference, perhaps they will need a webinar when the outline(s) are published.

Chemistry – in Val’s absence, Bob noted that the Chemistry call was cancelled earlier this month, so there will be no report.

Microbiology – Casey reported that their call was cancelled but new members were elected by an email vote. The Technical Director language will be the primary discussion topic in Milwaukee.

Whole Effluent Toxicity – Rami indicated there is no new activity, just continuing conversation about how best to describe requirements for demonstration of competency for the revised WET module, and continuing efforts to engage the Environmental Laboratory Advisory Board in transitioning the DMR-QA program to provide data in a more usable fashion.

Radiochemistry – Terry assumed the Chair position, as the former Chair and Vice Chair rotated off of the committee, along with two more. They will need four new members. Radiochem needs recommendations for PT acceptance criteria. The notice of intent to revise the standard was published, so they will begin the revision shortly. They are also discussing Technical Director language, and will host a training course in Milwaukee, focusing on alpha spectrometry this time.

Asbestos – Myron indicated that the committee is making good progress in its review and revision of the standard. He also said that the committee roster needs to be validated since membership terms have not been carefully tracked, and that the committee had overlooked the need to hold its annual Chair and Vice chair election but will remedy that soon.

Agenda Item 11 – New/Old Business

Bob asked if any of the chairs who are normally staffed by Ken need teleconference access or note-taking support. Myron noted that he needs a teleconference line, and Ilona agreed to provide information for her account, since Lynn has a conflicting meeting at the same time as Myron's committee. Bob noted that he will contact Val, who was absent.

Adjournment

It was moved by Terry and seconded by Tom to adjourn at 2:10 pm EDT. All were in favor.

Consensus Standard Development Executive Committee
Conference Call
January 10, 2019; 1:00 PM ET
Dial-in-number: 1-605-475-6333; 822174#

1. Roll Call
2. Review and approval of December 13, 2018 meeting minutes (table till February meeting)
3. Chair and Committee Member Training reminder
(<http://nelac-institute.org/eds/download/ChairTraining.php>)
4. Updates to Standards Activity Spreadsheet
5. Inputs for Annual Report
6. Potential meetings in Milwaukee; Lessons Learned and Chemistry guidance documents
7. Potential changes to SOP 2-101 Rev. 1.2 (see attached)
8. Meeting Summary for 2018 (attached)
9. Status of Expert Committee internal audit
10. Committee Reports
 - a. Proficiency Testing
 - b. Field Activities
 - c. Quality Systems
 - d. Accreditation Body
 - e. Stationary Source Audit Sample
 - f. Chemistry
 - g. Microbiology
 - h. Whole Effluent Toxicity
 - i. Radiochemistry
 - j. Asbestos
11. New/Old Business