

**SUMMARY OF THE
TNI CONSENSUS STANDARDS DEVELOPMENT
EXECUTIVE COMMITTEE MEETING
FEBRUARY 13, 2020**

The Executive Committee held a conference call on Thursday, February 13, 2020 at 1:00 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	Present
Valerie Slaven, Chemistry	Present
Robin Cook, At Large Member	Absent
Sheri Heldstab, Stationary Source Audit Sample	Present
Paul Junio, Chair, 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	Absent
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 2 - Review and approval of January 9, 2020 minutes

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

Agenda Item 3 – Reminders

Committee Member Spreadsheet/Chair & Committee Member Training (<http://nelac-institute.org/eds/download/ChairTraining.php>) - Paul reminded participants of the requirement. Training modules are being updated. As the new training will follow the revision of SOP 2-100, training for now and the near future should utilize the admittedly outdated materials in the attached link. The new training efforts will be more expansive and include all committee if possible.

Committee Elections of Chairs (and Vice Chairs) - Please keep Paul informed of changes on the expert committees. Also please insure Bob receives this information as well.

Board Elections - Bob requested that committee members vote on the TNI website for the slate of proposed Directors for TNI, if they have not already done so.

Agenda Item 4 – Internal Audits Update

No specific update at this time but the database which was developed for performance of the IA will also be used for corrective actions input by committee chairs. After Policy review, instructions will be provided to chairs; likely by the end of the month.

Agenda Item 5 – Newport Beach Update/Committee Reports

Paul suggested that since conference was so recent that reports maybe brief and focus on any activity since the meeting in Newport.

Proficiency Testing – No new information. Have a potential new committee chair.

Field Activities – No new information. Marlene being recruited as the new vice-chair.

Quality Systems – Met briefly since Newport Beach; gave committee update on Technical Manager debate at the meeting. Believe progress was being made.

Laboratory Accreditation Body – Finished discussions of comments on their revisions to their module. Meeting next week to finalize; will also consider recommendations from the Field Activities Task Force.

Stationary Source Audit Sample – Working on new membership; Sheri attending Source Evaluation Society and was asked to present a poster on the TNI efforts which she has been approved to do. Sheri shared draft SOP 6-100 with PTEC which should assist in their work.

Chemistry – No new Information; new members approved for membership. Committee now balanced but is seeking 2 new members to bring committee to maximum of 15 members. Working to attract 2 ABs or 2 AB and 1 Other.

Microbiology – Worked on SIR 301 guidance document; hopefully to be completed by March. Also discussed potential modification to the standards to be address next by the committee.

Whole Effluent Toxicity- At conference continuing discussion of Technical Manager based primarily on other committee changes to requirements. Marlene Moore, after conducting some related training efforts, participated at conference and suggested the module be completely rewritten. To date committee has been dealing with problematic issues (DOC, Technical Manager) but will be eventually looking at the entire module with input from all including Marlene.

Radiochemistry – No new information; The committee however finished part 5 of 5 of radiochemistry training at Newport Beach.

Asbestos – Presented their proposed draft VDS and received a few useful comments. Minor changes will be made to the proposed VDS and will then be posted for public comment through the TNI website.

Accreditation Council – No new information.

Agenda Item 6 – New/Old Business

SOP 2-100 task force continues to work on modifications to the process and is near a final draft version which will be shared with the CSDEC likely in the March meeting. SOP 2-101 is also being modified but will follow completion of SOP 2-100. Bob and Paul thanked Ilona and Lynn for their assistance on the task force.

Bob also reported that there were at this time no update to the Standards Activity Spreadsheet.

Adjournment

It was moved by Rami and seconded by Jessica to adjourn at 1:50 PM EDT. All were in favor.

The next meeting of the CSDEC is scheduled for March 12, 2020 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;
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 1/3/2020

ATTACHMENT 1

Consensus Standard Development Executive Committee
Conference Call

February 13, 2020; 1:00 PM ET

Dial-in-number: 1-712-832-8330; code 822174#

1. Roll Call
2. Review and approval of January 9, 2020 meeting minutes (attached)
3. Reminders
 - Committee Member Spreadsheet/Chair & Committee Member Training
(<http://nelac-institute.org/eds/download/ChairTraining.php>)
 - Committee Elections of Chairs (and Vice Chairs)
4. Internal Audits Update
5. Newport Beach Follow Up/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
6. New/Old Business