

**SUMMARY OF THE  
TNI CONSENSUS STANDARDS DEVELOPMENT  
EXECUTIVE COMMITTEE MEETING  
MARCH 8, 2018**

The Executive Committee held a conference call on Thursday, March 8, 2018, at 1:00 pm EST. Vice-Chair Paul Junio led the meeting.

**Agenda item 1 – Roll call**

Attendance:

Carl Kircher, LAB	Present
Kevin Holbrooks, Field Activities	Absent
Valerie Slaven, Chemistry	Absent
Robin Cook, Microbiology	Absent
Tom Widera, Stationary Source Audit Sample	Absent
Paul Junio, Quality Systems	Present
Nicole Cairns, Proficiency Testing	Present
Rami Naddy, WET	Absent
Bob Shannon, Radiochemistry	Absent
Myron Getman, Asbestos	Absent
Bob Wyeth, Chairman, At Large Member	Absent
Iлона Taunton, TNI Staff	Present
Lynn Bradley, TNI Staff	Present
Ken Jackson, Program Administrator	Absent

A quorum was not present.

**Agenda item 2 – February 8, 2018 CSDEC conference call minutes**

It was moved by Nicole and seconded by Paul to approve the minutes of February 8. Paul said he would solicit member votes by e-mail. Subsequently, 6 other Committee members voted in favor, so the minutes were approved.

**Agenda item 3 – Chair and Committee Member Training**

Paul reminded the chairs to have all committee members complete the training.

**Agenda item 4 – Updates to Standards Activity Spreadsheet**

There were no updates to report.

**Agenda item 5 – Committee Roster Confirmation and additional information**

It had been decided on the previous call to use the roster in dropbox, and it would be the program administrators' responsibility to keep it current.

#### **Agenda item 6 – Approval of final edits to 2016 Standard**

Lynn explained that LASEC had reviewed the final 2016 standard. Each module had been assigned to an individual who compared it with the corresponding module in the 2009 standard. They had also looked at Volume 2 for consistency with the quality systems module (V1M2). They suggested some minor technical edits needed to be made, but there were no showstoppers. She said the major edit, that LASEC felt to be essential, would be in the asbestos module (V1M3) that had a reference to the 2003 NELAC standard instead of to the 2009 or 2016 TNI standard. This simply required changing 3 numbers. No one on the call objected to making this editorial change. Jerry Parr had suggested that this should be the only edit made at this time, with the remaining suggested edits being held off until the next revision of the standard. The NELAP Accreditation Council had indicated it did not want to receive the LASEC recommendation until it would be clear what edits the CSDEC would make. Paul described the other edits that had been suggested. In the radiochemistry module (V1M6) an internal reference was inconsistent with the format of other references. In V1M2 “Laboratory” was used, and this was consistent with ISO 17025, while V2M1 used “Conformity Assessment Body” (CAB) to be consistent with ISO 17011. The TNI standard does make clear the equivalence of these terms. Jerry had suggested in the next revision, CAB could be dropped. There was consensus on the call to make only the asbestos change, and Paul would send an e-mail to the rest of the CSDEC members, asking if they objected to this. Lynn added the editorial change in the asbestos module should also be made in the 2009 standard.

#### **Agenda item 7 – Discussion/response to “lessons Learned” document from LASEC**

Paul suggested deferring this to the next call, since more committee members needed to be present.

#### **Agenda item 8 – Expert Committee Reports**

**Field Activities** – Ilona said the committee was looking at the standard with respect to the new ISO 17011 and 17025 standards. There would be a new chair. Lynn reported NEFAP had asked to work with the committee on the WET aspects of sampling.

**Laboratory Proficiency Testing** – Nicole reported she had a Committee Member who had recently changed employment. A second committee member was employed by a subsidiary of the first member's new company. Nicole felt, in accordance with SOP 2-101, one of them needed to step down. Bob Wyeth had agreed, and those on the call also agreed. Paul said he had tried too avoid this problem with his proposed change to the SOP that had not been approved by the rest of the committee. The committee had submitted its request to the Policy Committee to prepare guidance for Proficiency Test Reporting Limit (PTRL), had completed its summary of changes document, and was working on its SIR review.

**Quality Systems** – Paul said the committee would start work on the new ISO 17025 requirements. They had one SIR that should be quickly disposed of. He said his vice-chair would be interested in being the QS representative of this committee, to allow Paul to stay on as an at-large member. He was waiting to hear back from Bob Wyeth if this could be done. They had added 4 new members, to make a total of 15.

**Laboratory Accreditation Body** – Carl said the committee was continuing to work through the new 17011 requirements. They were also working on the outline required in Section 5.2.1 of SOP 2-100; i.e., a draft of bulleted outlines of the essential items to be included in the standard, and a summary of the changes, with reference to the section/clause numbers of the standard, to show how the proposed standard will be an improvement over the existing standard.

**Stationary Source Audit Sample** - There was no report.

**Chemistry** – There was no report.

**Microbiology** – Ilona said the committee had a new vice-chair who, as with Quality Systems, would be able to become the CSDEC representative, freeing Robin to be an at-large member. The committee was working on method codes with the NELAP AC and also with EPA.

**Whole Effluent Toxicity** – Lynn said they were working on the standard. There had still been no feedback from EPA on WET PT issues. Work continued with the PT Executive Committee on matching analyte codes on the WET PT tables. A subcommittee had been formed to determine how much material in the WET method manual could be omitted if individual methods are posted within the compendium being prepared. Much of the method manual is QA/QC and it had to be decided how much of that must also accompany every method.

**Radiochemistry** – Ilona said feedback from the training in Albuquerque was extremely positive. The committee was now planning 4 more training events at future meetings.

**Asbestos** – There was no report.

**Agenda Item 9** – TNI Glossary

Paul said just two more items would be added to the glossary before it was finalized. A newsletter item on the glossary was being prepared.

**Adjournment**

The meeting was adjourned at 1:40 pm EST.

Consensus Standard Development Executive Committee  
Conference Call  
March 8, 2018; 1:00 PM EST

**Note different call-in number: (712) 832-8300; 8629608#**

1. Roll Call
2. Approval of February 8, 2018 Conference Call Minutes (attached)
3. Chair and Committee Member Training reminder
4. Updates to Standards Activity Spreadsheet
5. Committee Roster Confirmation and additional information (response needed)
6. Approval of final edits to 2016 Standard
7. Discussion/response to “lessons Learned “ document from LASEC (response of committee needed)
8. Expert Committee Reports
  - a. Field Activities
  - b. Proficiency Testing
  - c. Quality Systems
  - d. Accreditation Body
  - e. Stationary Source Audit Sample
  - f. Chemistry
  - g. Microbiology
  - h. Whole Effluent Toxicity
  - i. Radiochemistry
  - j. Asbestos
9. TNI Glossary update ( final edits by Executive Director being incorporated)
10. Old Business