

**SUMMARY OF THE  
TNI CONSENSUS STANDARDS DEVELOPMENT  
EXECUTIVE COMMITTEE MEETING  
MARCH 10, 2016**

The Executive Committee held a conference call on Thursday, March 10, 2016, at 1:00 pm EDT. Vice-Chair Paul Junio led the meeting.

Agenda item 1 – Roll call

Attendance:

Carl Kircher, LAB	Absent
JoAnn Boyd, At Large Member	Absent
Kevin Holbrooks, Field Activities	Present
Richard Burrows, Chemistry	Present
Robin Cook, Microbiology	Present
Jessica Evans, At Large Member	Present
Tom Widera, Stationary Source Audit Sample	Present
Paul Junio, Quality Systems	Present
Shawn Kassner, Proficiency Testing	Absent
Rami Naddy, WET	Present
Bob Shannon, Radiochemistry	Present
Bob Wyeth, Chairman, At Large Member	Absent
Ken Jackson, Program Administrator	Present

**Agenda item 2** – Review/approval of Minutes from February 11, 2016 CSDEC conference call.

The minutes were not available, so their approval was deferred until the April meeting.

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

Ken asked the Committee Chairs if the on-line training was an effective tool. Paul felt it was being used, but suggested offering training at the two public meetings. Ken said he would ask Jerry if this could be done. As discussed previously, Ken was planning to also offer training as a webinar on the new standards development procedures in SOP 2-100.

Paul reminded Chairs to submit their updated charters.

**Agenda item 4** – Standards Activity Spreadsheet

Paul reported the Quality Systems Interim Standard on V1M2, Section 5.5.13.1 was finalized on February 22, 2016. This was added to the spreadsheet.

**Agenda item 5** – Expert Committee Reports and Status of changes for 2015 TNI standard

**Field Activities** – There was no report.

**Laboratory Proficiency Testing** – Ken reported that the committee had completed its consideration of the comments for Volumes 3 and 4. Shawn would make the agreed changes and the committee would meet in one week (March 11) to vote the standards and responses-to-comments out of committee. This would allow the volumes to be presented for vote as Interim Standards.

**Quality Systems** – Paul said voting on the Interim Standard V1M2, Clause 5.5.13.1 was complete, and there were no comments. Consequently, it had passed and would become the Final Standard. The committee had now resumed work on the small laboratory handbook.

**Laboratory Accreditation Body** – There was no report.

**Stationary Source Audit Sample** - Tom reported that a subcommittee was being formed to look at audit sample concentration ranges. He said about 80% of samples requested were on the low end to the calibration range. The subcommittee would gather data at lower concentrations so viable acceptance limits could be set. Samples for pilot studies would be provided by ERA.

**Chemistry** – The committee was working on slides to be used as training for the new sections of V1M4. This training would be offered by webinar and perhaps at the TNI public meetings. They were also brainstorming proposed changes to Initial and On-going demonstration of Capability. This would facilitate the preparation of a bulleted list of proposed changes to be presented to the membership for input in due course (as required in SOP 2-100).

**Microbiology** – Robin said the responses to comments on the Interim Standard were complete and were all Non-Persuasive.

**Whole Effluent Toxicity** - Rami said the charter had been submitted. The white paper on the importance of WETT had been sent to ELAB, and Rami planned to make a presentation to them.

**Radiochemistry** – Bob Shannon reported the committee was continuing to work on implementation tools. A guidance document along the lines of the Tulsa training workshop was planned. Training at the January Tulsa meeting focused on Accreditation Bodies, and a training workshop at the Summer meeting would be focused on laboratories. A subcommittee had been formed to work on the small laboratory handbook.

**Agenda Item 6** – New Business

- a. Glossary of terms; Work Group Leadership

Tom said work had started, and they were asking for information to be sent so all terms could be combined into a single document.

**Agenda Item 7** – Old Business

The Guidance Document remained tabled by the Policy Committee.

### **Adjournment**

The meeting was adjourned at 1:45 pm EST.

Consensus Standard Development Executive Committee  
Conference Call  
March 10, 2016; 1:00 PM EDT  
1-605-475-6333; code 822174#  
AGENDA

1. Roll Call
2. February 11,, 2016 CSDEC conference call minutes
3. Chair and Committee Member Training (<http://nelac-institute.org/eds/download/ChairTraining.php>) - reminder  
Committee Charters- please submit as necessary; 2016 Charters now due for review and CSDEC approval
4. Standards Activity Spreadsheet –Update?
5. Expert Committee Reports and Status of changes for 2015 TNI standard
  - a. Field Activities
  - b. Proficiency Testing
    - i. PT providers as a stakeholder group
  - c. Quality Systems
  - d. Accreditation Body
  - e. Stationary Source Audit Sample
  - f. Chemistry
    - i. AC request for Guidance
  - g. Microbiology
  - h. Whole Effluent Toxicity
  - i. Radiochemistry
6. New Business
  - a. Glossary of terms; Work Group Leadership
    - i. Volunteers
    - ii. Definition of scope
7. Old Business
  - a. Status of Guidance Document for Development and Maintenance of Standards regarding structure, formatting and Style (no change; still tabled by Policy Committee)