

**SUMMARY OF THE
TNI CONSENSUS STANDARDS DEVELOPMENT
EXECUTIVE COMMITTEE MEETING
MARCH 12, 2020**

The Executive Committee held a conference call on Thursday, March 12, 2020 at 1:00 PM EST. Chair Paul Junio led the meeting. In the absence of Bob, the call was recorded for purposes of creation of the meeting minutes and was deleted immediately about the completion of said minutes. The Agenda for the meeting is presented as Attachment 1.

Agenda item 1 – Roll call

Attendance:

Carl Kircher, LAB	Present
Kevin Holbrooks, At-Large Member	Present
Valerie Slaven, Chemistry	Absent
Robin Cook, At Large Member	Present
Sheri Heldstab, Stationary Source Audit Sample	Present
Paul Junio, Chair, At Large Member	Present
Kirstin Daigle, Proficiency Testing	Present
Jessica Jensen, Quality Systems	Present
Rami Naddy, WET	Present
Kasey Raley, Microbiology	Present
Scott Haas, FAC	Absent
Terry Romanko, Radiochemistry	Present
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	Absent

A quorum was present and the meeting proceeded. Tom Widera representing the SSAS Expert committee attended the call in Sheri's absence. Paul welcomed the new expert committee chairs to the CSD Executive Committee.

Agenda item 2 - Review and approval of February 13, 2020 minutes

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

Agenda Item 3 – Standards Development Task Force

Paul reported work continues on SOP 2-100 and should be finalized soon. We have not received any response from ANSI so no specific due date for TNI corrective actions has yet been determined.

Agenda Item 4- 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training for now and the near future should utilize the admittedly outdated materials in the attached link.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.

Agenda Item 5 – Internal Audits Update

Internal audits checklists have been completed and the SOP has been approved as well. Currently awaiting the database update from William after which committee chairs and program administrators will be further instructed on how to proceed.

Agenda Item 6 – Updates to Standards Activity Spreadsheet

No changes to the spreadsheet.

Agenda Item 7 – Glossary Update

No actions to date. Work group has been formed but any significant actions will follow completion of the SOP 2-100 Task Force efforts.

Agenda Item 8 – Committee Reports

Proficiency Testing – Kirstin Daigle was elected as new Chair and Craig Huff re-elected as Vice-Chair. Kirstin and Nicole (the past chair) will be working to provide for a smooth transition. The committee continues to look at any potential changes resulting from previous SIRs, implementation issues of the new standard, and any public comment. Anticipate receipt of a new SIR regarding implications of a PT failure.

Field Activities – Scott was confirmed as Chair and Marlene Moore elected as Vice-Chair. Committee continues to work on the standard through utilization of DMS.

Quality Systems – Committee re-elected Jessica and Kathi Grumper as Chair and Vice-Chair respectively. Committee is reviewing potential changes to the QS modules and working to include ISO language into their module.

Laboratory Accreditation Body – Carl remains Chair and Mei Beth Shepard was elected as Vice-Chair. Committee continues to work on a VDS for V2M1 and hope to be completed soon.

Stationary Source Audit Sample – Meeting twice per month on SOPs. When completed the committee will return to making necessary changes in the standard. Sheri (the committee Chair) developing a poster presentation for display at the Source Evaluation Society meeting (source testing equivalent of our Environmental Forum). Hope to solicit new SSAS members (particularly stack testers) and members to TNI. Tom Widera is the Vice-Chair.

Chemistry – Committee continuing to work on needed changes and clarifications to IDOC and CDOC in the existing standard as well as other potential changes based upon SIRs and public comment. Working with QS committee on the Technical Manager definition. Committee feels as though the best approach is to start over beginning with first developing the duties and responsibilities of the position (by any other name but “Manager”) and then building the definition and requirements. Valerie and Chad continue as Chair and Vice Chair respectively

Microbiology – SIR 301 guidance document completed and forwarded to Ilona to advance the process. Also discussed potential modification to the standards to be addressed next by the committee based primarily on a table of standard update items developed in Newport Beach. Committee has also received one (possibly 2) new SIRs for their attention and response. Kasey is the committee chair and Cody Danielson has been elected as Vice-Chair.

Whole Effluent Toxicity- Committee continuing to work on changes to their module and has divided the effort into smaller work groups of committee participants. Still struggling with WET DOC for individual analysts and for the lab; Rami requested any other expert committees who have negotiated this issue to please contact him to discuss how they accomplished this task. Committee is also dealing with issues of method codes and technical director language. Committee has made a PT data request of William. Rami remains the committee Chair and Peter De Lisle is the Vice Chair.

Radiochemistry – During their recent meeting they welcomed new members and reviewed their February meeting from Newport Beach. They are continuing to work with other expert committees regarding the Technical Manager definition and requirements. The committee has prepared a list of potential changes to their standard which they plan to review and discuss at their next meeting which is scheduled for early May, 2020. Terry remains the committee Chair and Robert Aullman is the Vice Chair

Asbestos – Have not met since the face-to-face meeting; meet on 3/18/2020. Presented their proposed draft VDS in Newport Beach 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. The Chair of the committee is Michelle McGowan and the Vice-Chair is Mike Carpinona.

Accreditation Council – No new information.

Agenda Item 9 – New/Old Business

None reported.

Adjournment

It was moved by Terry and seconded by Jessica to adjourn at 1:40 PM EDT. All were in favor.

The next meeting of the CSDEC is scheduled for April 9, 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

March 12, 2020; 1:00 PM ET

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

1. Roll Call
 - Welcome new member
2. Review and approval of February 13, 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. Glossary Update
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