

**SUMMARY OF THE
TNI CONSENSUS STANDARDS DEVELOPMENT
EXECUTIVE COMMITTEE MEETING
APRIL 11, 2019**

The Executive Committee held a conference call on Thursday, April 11, 2019, at 12:00 Noon 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	Present
Kevin Holbrooks, Field Activities	Absent
Valerie Slaven, Chemistry	Absent
Robin Cook, At Large Member	Absent
Tom Widera, Stationary Source Audit Sample	Absent
Paul Junio, At Large Member	Present
Nicole Cairns, Proficiency Testing	Present
Jessica Jensen, Quality Systems	Present
Rami Naddy, WET	Present
Kasey Raley, Microbiology	Absent
Terry Romanko, Radiochemistry	Present
Myron Getman, Asbestos	Present
Ilona Taunton, TNI Staff	Absent
Lynn Bradley, TNI Staff	Present
Robert Wyeth, Program Administrator	Present

A quorum was present and the meeting proceeded.

Agenda item 2 – “At-large” member confirmation

Cathy Westerman has volunteered to participate as a voting ex-officio member of the CSDEC. A motion was made to approve her participation in this role by Nicole and seconded by Carl. The motion passed with a unanimous vote of members present.

Agenda item 3 - Review and approval of March 14, 2019 meeting minutes.

The minutes from the March meeting were presented and no changes were proposed. Terry made a motion to accept and Jessica seconded the motion; the motion was passed unanimously by members present and will be posted.

Agenda item 4 - Standard Development Process – Clarifying the Process

Paul clarified the purpose of the task force and reported that members include Paul, Aaron Alger, Judy Morgan, Nicole Cairns and Bob Wyeth. Paul as the chair of the task force is soliciting comments and suggestions with hopes of progress/ formal initiation of discussions as soon as possible. Based upon Lynn involvement with both the LASEC and the AC, she was invited to

participate in the task force and will do so absent any conflicts with other program administrator responsibilities.

Agenda Item 5 -- SRC re-constitution

Reconstitution of the SRC is complete. Current members are Paul, Carl, Kevin, Michelle Wade and Bob.

Agenda Item 6 - Committee Member Spreadsheet reminder

Paul reminded committee chairs to update their rosters and forward the information to Bob. Bob reported the rosters for but a few committees had been received and that he would follow-up individually with those chair persons yet to respond.

Agenda item 7 – Updates to Standards Activity Spreadsheet

Bob has either spoken with or obtained necessary information for all expert committees. Upon verification of required ANSI information the spreadsheet will be complete and will be presented at the May CSDEC meeting.

Agenda item 8 -- SIR Review and updating

Each committee has been asked to review their SIRs for completeness and resolution. The format that Nicole and the PT committee used to respond to this request has been selected as the appropriate format for all committees to use. A new table was sent to each committee for their use; Ilona volunteered her assistance as needed. Paul reminded chairs of this requirement and those complete responses are due by August 2019. Committee reports presented below indicate that this task is a current activity of the committees reporting.

Agenda Item 10 -- Committee Reports

Proficiency Testing – The committee has completed their SIR Summary report. A comparison requested by Jerry of the DoD QSM 5.2 vs the TNI 2016 standard has been developed in draft form and submitted to Jerry. The committee is undertaking the additional action of preparation of a companion document comparing the TNI 2016 Standard to the DoD QSM as there are numerous requirements of TNI not addressed by the DoD.

Field Activities – No Report

Quality Systems – Did not meet as scheduled but will meet on April 22, 2019. Working on SIR spreadsheet. Continued to talk about technical manager.

Laboratory Accreditation Body – Awaiting posting of the combined V2M1 and V2M3 summary and outline documents on the TNI website. Materials have been transmitted to William but have not yet been posted. The proposed VDS will also be posted on the “members only” section of the website for review.

Stationary Source Audit Sample – No Report

Chemistry – Bob reported that the committee has completed responses to 4 remaining SIRs. Responses were sent to LASEC/AC for review and any further comments. An additional comment on the LOD/LOQ guidance document has also been received but tabled until any other comments are collected. SIR spreadsheet also being addressed.

Microbiology – No Report

Whole Effluent Toxicity – Continuing to review their module and suggest what changes may be appropriate. Reviewing the one SIR they have. No actions on potential meeting/discussion through ELAP regarding EPA DMRQA program. Developing training materials and working on PT issues for WET with Maria and Craig.

Radiochemistry – Vice Chair Robert Aullman approved by the committee. Within the committee, working on Technical Director definition, harmonizing word and excel versions of the checklist, and training in Jacksonville. Beginning to review some suggested changes to the standard.

Asbestos – No quorum on the March 20, 2019 conference call. Committee is working on revisions to V1M3 based upon the latest available revisions of their module. Chair has set up a Google drive repository to prevent the loss of old minutes and work products unfortunately recognized on Ken's passing..

Agenda Item 11 – New/Old Business

Internal Audit – Paul advised that this would be an agenda item for June and that Ilona had asked for time during the meeting.

Training- Paul also discussed on-going efforts to develop new training tools for committee members and chairs, Suggested a tiered training approach including a session for all new members, all committee members and committee chairs; a work in process.

Brief discussion of requirements for a 5 year review of CSDEC documents; SOP2-101 just revised, SOP2-100 now under review, SOP 2-103 less than 5 years old. Remaining potential document for review is SOP 2-104 from the SSAS .

Adjournment

It was moved by Rami and seconded by Carl to adjourn at 1:00 PM EDT. All were in favor. The next meeting of the CSDEC will be May 9, 2019 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	
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	
2/19/2019	8	Task Force for modification of SOP on Standard Development	Paul	TF established; comments sought
3/14/2019	9	Complete SIR spreadsheet review by August, 2019	Committee Chairs	
3/14/2019	10	Access to Internal Audit Database	Bob	
4/11/2019	11	Contact Jerry regarding reserving of module names based on consolidation of V2M1 and V2M3	Bob	

ATTACHMENT 1

Consensus Standard Development Executive Committee
Conference Call
April 11, 2019; 12:00 PM ET
Dial-in-number: 1-712-832-8330; code 822174#

NOTE: new dial-in number and code

1. Roll Call
2. "At-large" member confirmation
3. Review and approval of March 14, 2019 meeting minutes (attached)
4. Standard Development Process – Clarifying the Process
5. SRC re-constitution – Bob, Paul, Carl, Kevin, Michelle
6. Committee Member Spreadsheet reminder
7. Updates to Standards Activity Spreadsheet
8. SIR Review and updating – due August, 2019
9. 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
10. New/Old Business