

**SUMMARY OF THE
TNI CONSENSUS STANDARDS DEVELOPMENT
EXECUTIVE COMMITTEE MEETING
APRIL 12, 2018**

The Executive Committee held a conference call on Thursday, April 12, 2018, at 1:00 pm EST. Chair Bob Wyeth led the meeting.

Agenda item 1 – Roll call

Attendance:

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

Associate Committee Member: Kasey Raley

Agenda item 2 – March 8, 2018 CSDEC conference call minutes

It was moved by Bob Shannon and seconded by Paul to approve the minutes of March 8. All were in favor.

Agenda item 3 – Chair and Committee Member Training

Bob 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 – Proposal to fill CSDExC Committee vacancies

It was previously discussed filling two vacancies on the committee with the vice-chairs of Microbiology and Quality Systems, who would each represent their respective committees. Paul

(Quality Systems) and Robin (Microbiology) would then remain on the committee as at-large members. Bob Wyeth had checked with Jerry Parr who confirmed this would be allowable. Therefore, Jessica Jensen would become the Quality Systems representative and Kasey Raley would become the Microbiology representative.

Agenda item 6 – QS notice of Intent to Modify

Paul had submitted, on behalf of the Quality Systems Committee, a “Notice of Intent to Establish or Modify a TNI Standard”. It was required, pursuant to SOP 2-100, to publish this notification that work would begin on modifying Volume 1 Module 2 of the Environmental Sector standard. Paul explained this modification would be needed to reflect changes in ISO 17025. It was moved by Kevin and seconded by Robin to approve the notice. All were in favor. Bob asked Ken to add the approval date to the document and move it forward.

Agenda item 7 – Technical/Editorial edits to V1M2 Section 5.6.2.1 based upon SIR 321

Paul explained this Standards Interpretation Request (SIR) relates to the requirements for a Technical Manager for radon in air (section 5.6.2 f of the 2016 standard). The standard requires the Technical manager to have either an Associate’s degree or 2 years of college and one year of relevant experience. The submitter of the SIR was unsure whether the experience was required whichever education requirement was met. The response was that this language remained unchanged from the 2003 NELAC standard, and that either educational qualification also required the experience. It had been suggested making an editorial change to the 2016 standard to clarify this, but the Quality Systems Committee believed this was not necessary, given the availability of the SIR response. It was agreed to make no change at this time, and to leave it to the Quality Systems Committee to appropriately word the next standard revision.

Agenda item 8 – Suggested change to SOP 2-100

Bob suggested tabling this until the lessons learned document had been discussed, since LASEC suggested some changes to that SOP.

Agenda item 9 – Discussion/response to “lessons Learned” document from LASEC

Bob said the LASEC had developed this list from its review of the 2016 standard, and Ken, Nicole and Paul had provided comments. It was agreed a formal response from the CSDEC would be appropriate. Lynn said the TNI Board of Directors wanted to review the document, but they would wait until the CSDEC had prepared its response. On Bob’s suggestion, a workgroup was formed to work on this. The group would be Nicole, Paul, Robin, Ken and Bob, and Bob would set up a conference call.

Agenda item 10 – Expert Committee Reports

Field Activities – Ilona said the committee had received more membership applications than was needed, and a new committee roster for Bob’s approval was imminent. The committee was

continuing to work on the scope guidelines and would be joining the NEFAP Executive Committee for a meeting to understand the new sampling aspects of the revised ISO 17025.

Laboratory Proficiency Testing – Nicole reported the committee was making good headway on its Proficiency Test Reporting Limit (PTRL) guidance document, and it was hoped to complete this during its May conference call. The review of existing SIRs for their applicability to the various standards had been started. It had previously been reported that two committee members now worked for the same parent organization, necessitating one of them to step down. However, one of them (Donna Ruokonen) had now left that employment and had resigned from the committee, so the problem was solved. Another application had been received from a laboratory person and that would be considered by the committee. Donna was vice-chair, so that position would have to be filled.

Quality Systems – Paul said the committee was beginning the process of revising V1M2 based on the new ISO 17025. He would be addressing the Florida Society of Environmental Analysts (FSEA) in May, and he hoped to get their input on the direction of the new standard at that time.

Laboratory Accreditation Body – Carl reporting the committee was continuing to work on merging Modules 1 and 3 of Volume 2 of the Environmental Sector Standard, and was working on incorporating the new ISO 17011. They were going through the 2003 NELAC chapter 6 requirements for Accreditation Bodies, to see if any of that material would belong in the TNI standard.

Stationary Source Audit Sample - Ilona said the committee has found an audit sample provider willing to expand the concentration ranges of the samples. The committee was assembling procedures for how this would work and be calculated. They would soon resume working on updating the standards.

Chemistry – There was no report, but Lynn was able to report on the status of the guidance documents. They had been sent to the Policy Committee, LASEC, and the NELAP Accreditation Council. The Policy Committee had reviewed the documents and had suggested substantive changes. Jerry had started working on revised language for consideration by the Chemistry Committee. Lynn suggested holding back the LASEC and Accreditation Council review until further changes had been made in response to the Policy Committee comments.

Microbiology – Kasey reported the committee is continuing to work on getting the method codes aligned, and this is a difficult process with different State and EPA requirements. Robin added they would like a working lunch at the New Orleans meeting with the NELAP AC and EPA to determine if this is a reasonable endeavor. Ilona said the difficulties with method codes extend beyond microbiology, and Bob Shannon and Rami echoed this.

Whole Effluent Toxicity – Rami said they had 3 new committee members. The committee continued to work through the standard. They had met with Dan Hickman to decide how much material from the WET manual should go on LAMS. Work with the PT Executive Committee on matching analyte codes also continued.

Radiochemistry – Bob Shannon expanded on the discussion of method codes. He cited what happens when LAMS is asked for uranium, saying he would not know how to assign different codes for different tests. Comments had been received on the text version of their checklist, and they needed to make sure the text and Excel versions were in agreement. Development of training for the New Orleans meeting was on schedule. Already they had started to look at potential future revisions to V1M6. The committee was waiting for data from the PT Providers so they could work on acceptance criteria for PT samples.

Asbestos – Myron reported they had lost a Committee Member, but they had since gained two others. They had noted the LASEC's proposed changes to V1M3 and they would be incorporated into the next version of the standard that they were now working on.

Agenda Item 11 – TNI Glossary update

Bob said he had received final edits from Jerry, and the glossary would be available soon. He stressed it was a living document that would be regularly updated.

Agenda Item 12 – New/Old Business

Iлона reported the checklist for all modules was now complete and had been sent to William.

Adjournment

The meeting was adjourned at 2:15 pm EST.

Consensus Standard Development Executive Committee
Conference Call
April 12, 2018; 1:00 PM EDT

1. Roll Call
2. Approval of March 8, 2018 Conference Call Minutes (attached)
3. Chair and Committee Member Training reminder
4. Updates to Standards Activity Spreadsheet
5. Proposal to fill CSDExC Committee vacancies
6. QS notice of Intent to Modify (attached)
7. Technical/Editorial edits to V1M2 Section 5.6.2.1 based upon SIR 321
8. Suggested change to SOP 2-100
9. Discussion/response to “lessons Learned “ document from LASEC (response of committee needed)
10. 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
11. TNI Glossary update (final edits by Executive Director being incorporated)
12. New/Old Business