

**SUMMARY OF THE  
TNI CONSENSUS STANDARDS DEVELOPMENT  
EXECUTIVE COMMITTEE MEETING  
APRIL 13, 2017**

The Executive Committee held a conference call on Thursday, April 13, 2017, at 1:00 pm EST. Chair Bob Wyeth led the meeting.

**Agenda item 1 – Roll call**

Attendance:

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

**Agenda item 2 – March 9, 2017 CSDEC conference call minutes**

It was moved by Bob Shannon and seconded by Paul to approve the minutes of March 9, 2017. All were in favor, except Tom who abstained.

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

Bob Wyeth reminded committee chairs to have their new members complete the on-line training.

**Agenda item 4 – Standards Activity Spreadsheet**

No updates were reported.

**Agenda item 5 – Status of 2017 Charters**

The charters for WET, Radiochemistry and LAB had been approved by the Expert Committees. Bob asked Ken to submit them, together with the CSDEC charter, to the Board of Directors. Paul reported some work still to be done, but it was little more than an editorial change. Iona

said the Microbiology charter was almost complete. The SSAS Committee charter was already approved and Tom provided it by e-mail. The status of Chemistry and Field Activities was unknown and Bob said he would contact the chairs to determine the status. Bob reminded chairs that any interest groups beyond “AB”, “Laboratory” and “Other” should be defined in the charter. Ilona said Field Activities had FSMOs, but they were covered under “laboratory”. Tom said there were state regulators and sample provider, but they were covered under “Other”. Bob said he would check with Nicole, and subsequent to the call she verified that PT had the additional category of “PT Provider”.

#### **Agenda item 6 – Internal Audit Review**

Ilona said she was going through the comments received on the checklist questions. It would then go to the Policy Committee. William was working on a database and it was expected to have that complete before the end of the year. Audits would then start early in 2018.

#### **Agenda item 7 – Status of postings of Modifications to 2016 Standard**

There was no update on the status of the Chemistry modifications. Bob said that he, Ken and Jerry had agreed the standard would be labelled “2016”, with the chemistry module having a 2017 date.

#### **Agenda Item 8 – NELAC AC status of approval for implementation**

This was not discussed.

#### **Agenda Item 9 – Expert Committee Reports**

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

**Laboratory Proficiency Testing** – Nicole reported by e-mail the committee hoped to complete its modifications to the Small Laboratory handbook in May. They would then start work on the checklist for V1M1.

**Quality Systems** – Paul said the committee had not yet had a conference call in April. Work was continuing on the Small Laboratory Handbook. Comments on the V1M2 checklist were coming in from the committee, and that would be completed soon.

**Laboratory Accreditation Body** – Carl said the committee had addressed some of the comments received in Houston on its draft Volume 2 module. The language would be modified for consistency with the new ISO 17011.

**Stationary Source Audit Sample** - Tom said several members had not been participating on the calls, and the committee would have to review its effect on balance if they were removed from the committee. Some of the lower concentration ranges in the tables were still being considered for lowering, since samples were being requested at lower concentrations. A

laboratory had been failed for reporting too many significant figures, so it was being considered if the standard needed to be updated with a significant figure requirement.

**Chemistry** – There was no update

**Microbiology** – Ilona said much of the checklist was complete and should be completed within the next month.

**Whole Effluent Toxicity** – The webinar plans for the WET assessor training were being finalized. Rami said small laboratory numbers were often a problem with proficiency testing. The resulting small numbers of data points were making accurate scoring difficult. Rami said he had discussed this with the PTEC. Carl suggested it might be possible to pool the data from several PT studies to get a better determination of the expected standard deviation. Bob Shannon said this was also an issue in Radiochemistry. It was suggested a separate call between Rami, Bob Shannon and Carl to discuss this issue might be advantageous. In response to a question from Bob Wyeth, Rami said he had not yet received feedback from ELAP on the issue WET had raised.

**Radiochemistry** – Bob Shannon said work on the Small Laboratory Handbook had become greater than originally anticipated, but it was hoped to be complete within the month. With the new members, the committee remained balanced, but two more members would be desirable.

#### **Agenda Item 10** – SOP 2-103

Following the previous month's discussion, when Committee members had been resistant to the Policy Committee's request for the SOP to be again re-structured, Bob Wyeth had written to the chair of the Policy Committee. He had asked for it to be accepted as written, or the CSDEC would withdraw it entirely. Bob felt the need was now much less than in the early days of standard development. Alfredo Sotomayor had since suggested to Bob that the CSDEC could consider using the ISO guide on standards writing, and Bob was looking into this. Bob Shannon cautioned that this should be looked at carefully to make sure it would not require extensive reformatting.

#### **Agenda Item 13** – New Business

- a. Glossary of terms; Work Group activity

Bob Wyeth said the draft glossary should be ready for discussion at the August meeting in Washington DC, and in the meantime it would be made available to the CSDEC for review.

- b. Asbestos Expert Committee formation

The charter had been submitted for Board of Directors approval, but had not yet been discussed by them. Bob said he would follow up with Jerry.

c. Annual Report

Bob Wyeth reminded chairs to send in any comments on the draft annual report of the CSDEC and the Expert Committees. Lynn said it was scheduled to be considered during the May Board of Directors meeting.

**Adjournment**

The meeting was adjourned at 2:00 pm EST.

Consensus Standard Development Executive Committee  
Conference Call  
April 13, 2017; 1:00 PM EDT  
**1-712-832-8300; 8629608#**

AGENDA

1. Roll Call
2. Approval of March 9, 2017 CSDExC conference call minutes
3. Chair and Committee Member Training reminder
4. Standards Activity Spreadsheet –Update
5. Status of 2017 Charters
  - a. Approval of WET, Radiochemistry and LAB
  - b. Updates on Chemistry, Quality, Microbiology, SSAS and FAC
6. Internal Audit review
7. 2016 Standard individual module checklists
8. NELAC AC status of approval for implementation
  - a. Chemistry – discussion
9. 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
10. SOP 2-103
11. New Business
  - a. Glossary of terms; Work Group activity
  - b. Asbestos Expert Committee formation
12. Old Business