

**SUMMARY OF THE  
TNI CONSENSUS STANDARDS DEVELOPMENT  
EXECUTIVE COMMITTEE MEETING  
MAY 9, 2019**

The Executive Committee held a conference call on Thursday, May 9, 2019, at 1:00 PM 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	Absent
Kevin Holbrooks, At-Large Member	Absent
Valerie Slaven, Chemistry	Absent
Robin Cook, At Large Member	Present
Tom Widera, Stationary Source Audit Sample	Present
Paul Junio, At Large Member	Present
Nicole Cairns, Proficiency Testing	Present
Jessica Jensen, Quality Systems	Present
Rami Naddy, WET	Absent
Kasey Raley, Microbiology	Present
Scott Haas, FAC	Absent
Terry Romanko, Radiochemistry	Present
Cathy Westerman, VA DCLS, Ex-Officio	Present
Myron Getman, Asbestos	Present
Ilona Taunton, TNI Staff	Present
Lynn Bradley, TNI Staff	Present
Robert Wyeth, Program Administrator	Present

A quorum was present and the meeting proceeded. Cathy Westerman was introduced to committee members and gave a brief description of her position and experiences in TNI and VA DCLS.

**Agenda item 2 - Review and approval of April 11, 2019 minutes**

The minutes from the April meeting were presented and two minor grammatical changes were made. Terry made a motion to accept and Myron seconded the motion; the motion was passed by all members present with an abstention by Ms. Westerman. Final minutes will be forwarded to William for posting.

**Agenda item 3 - Standard Development Process**

Paul clarified the purpose of the task force and reported that members include Paul, Aaron Alger, Judy Morgan, Nicole Cairns, Lynn Bradley and Bob Wyeth. Paul will serve as the chair of the task force. A summary document regarding the Task Force is attached as Attachment 2. Bob suggested that timing is good for this activity as numerous committees are beginning the process of modifying their modules. So as not to repeat the confusions seen in the development of the 2016 standard having to deal with different version of the SOP 2-100, it is important to complete the effort of the Task Force. To facilitate progress, Bob will request a meeting of the Task Force be accommodated in the Jacksonville meeting schedule.

On the general topic of “timing”, Terry asked if others had received the recently released DoD/DOE QSM 5.3. This version still only incorporates the 2009 TNI standard and references the old ISO 17025. Nicole responded she had received it but had not yet fully reviewed it. Terry further stated the belief that the QSM would utilize and replace TNI with the new version of ISO 17025. Nicole believed that this was an interim document and their major efforts were on development of version 6.0. It was further suggested that version 5.3 with all of its comment boxes was very confusing. It was also rumored that DoD/DOE was not going to remove TNI as suggested above. QS will continue to revise its module in as timely a fashion as possible to influence the path taken by DoD/DOE.

Bottom line to the discussion was that we really don’t know what direction DoD/DOE will pursue and each committee should continue to move forward with their activities with the exception of QS development attempting to move forward in an expedited fashion.

#### **Agenda Item 4 - Committee Member Spreadsheet reminder**

Bob reported that while the rosters for all committees is subject to frequent changes/updates the current spreadsheet in DropBox is accurate as to 2019 committee membership for CSDEC and the expert committee. Lynn and Ilona confirmed this for the committees they represent as PA.

#### **Agenda Item 5 - Updates to Standards Activity Spreadsheet**

The only reported activity is the LAB posting of the summary and outline of the merger of EL-V2M1 and M3 into a single module. The draft of the VDS is also available for review on the members’ only page. It was pointed out however that numerous committees are active in revisions to their respective modules. The existing Standards Activity Spreadsheet on the website is out of date. In response to the pending ANSI audit, the tracking form has been significantly modified and will ultimately replace the existing document.

Bob reminded committee chairs to review the SOP 2-100 for all the steps involved in the process and to keep your PA and/or Bob up to date on all activity.

#### **Agenda item 6 – Revision to EL V2 Module 1 (Requirements for ABs Accrediting Laboratories)**

Paul presented for information and suggestion of each committee chair’s review during the comment period. Particular attention to any conflicts with your modules is needed and would be helpful to the standard review council.

#### **Agenda item 7 -- SIR Review (please include in Committee Report) – due August, 2019**

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 8 -- Committee Reports**

Proficiency Testing – The committee has completed their SIR Summary report. Comparison documents between DoD/DOE QSM and the TNI 2016 Standard are continuing to be developed. The committee hopes that the PT requirements of TNI will be included in the revised QSM. The committee is also working on their agenda for Jacksonville meeting which has not been finalized but will likely include PTRL guidance discussions, and a review of relevant SIRs.

Field Activities – Committee continues revisions to the current FSMO standard to include ISO format and development of scope guidance for FSMO Abs for use by the NEFAP executive committee. FAC has no SIRs; summary complete. A draft of their VDS will be discussed in Jacksonville and a webinar is planned as few involved parties attend the summer meeting. Committee will be preparing summary and outline of a draft VDS after Jacksonville and the webinar.

Quality Systems – Proposed language for Technical Manager being proposed for the module. Terry was specifically invited to their next meeting for input on the Technical Manager definition based on the Radiochemistry's committees proposed language. They are also finalizing their SIR Summary. There was no April meeting.

Laboratory Accreditation Body – Summary and outline have been published. The draft VDS is also available on the members only page. Comment period will expire is approximately 30 days. One comment has been received to date but is not specific to the standard itself. Committee will be reviewing all past comments to insure all have been considered and addressed. SIR summary spreadsheet has been annotated and returned to Ilona; complete.

Stationary Source Audit Sample – Continuing to work on all modules of the SSAS standard. Working on a webinar to present the committee intentions to modify the standard. No SIR summary required of this committee.

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. Anticipating additional comment from the LASEC on the LOD/LOQ guidance document. Numerous comments have been received and the document is currently perceived to be more confusing than the standard itself. Jerry is preparing a revised guidance document to improve usability and submit to the committee. SIR spreadsheet also being addressed and summary will be completed upon receipt of LASEC comments. Next actions for the committee will focus on revisions to Demonstration of Capability as currently presented in their module.

Microbiology – SIR summary spreadsheet completed. No activities at present towards modification of their module. Lynn requested you send her a copy of the SIR spreadsheet; Ilona/Robin will forward to Lynn.

Whole Effluent Toxicity – Continuing to review their module and suggest what changes may be appropriate. Reviewed the one SIR they have and the annotated response was submitted to Ilona. The one major issue that has been on the table for a long time is how in the WET community does one demonstrate competency. Proficiency with all the different state and federal approaches to WET testing make standardization extremely difficult. One approach is being proposed and discussion continues. 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.

Discussed difficulties in the overall WET standard as different authorities require different processes. Major issue is how PTs are completed. Each permit has different requirements which make comparison of PT results extremely difficult. Suggested that outreach to permit writers (federal and state) for education and eventual resolution.

Radiochemistry – Committee continuing to develop training for Jacksonville. Also looking at what potential changes for Module 6 are necessary. Discussion as to these potential changes may be available in the Jacksonville meeting. SIR Summary is complete.

Asbestos – Committee is working on revisions to V1M3 based upon the latest available revisions of their module. No SIRs have been submitted and summary is subsequently complete.

#### **Agenda Item 9 – New/Old Business**

No new or old committee business was discussed.

Cathy was asked for any relevant comments on the matters discussed above. Having none she did thank us for opportunity to continue to relay AC remarks and/o concerns to the CSDEC.

#### **Adjournment**

It was moved by Robin and seconded by Jessica to adjourn at 2:17 PM EDT. All were in favor. The next meeting of the CSDEC will be June 13, 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	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; requested meeting in Jacksonville
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  
May 9, 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. Review and approval of April 11, 2019 meeting minutes (attached)
3. Standard Development Process
4. Committee Member Spreadsheet reminder
5. Updates to Standards Activity Spreadsheet
6. Revision to EL V2 Module 1 (Requirements for ABs Accrediting Laboratories)
7. SIR Review (please include in Committee Report) – due August, 2019
8. 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
9. New/Old Business

## ATTACHMENT 2

### Standard Development Process

A Task Force has been formed to review the Standard Development Process. This Task Force consists of Aaren Alger, Lynn Bradley, Nicole Cairns, Paul Junio, Judy Morgan, and Bob Wyeth. This Task Force will be reviewing SOP 2-100 Procedures Governing Standards Development. The Goals of this Task Force are to streamline the process for developing standards while also clarifying the requirements themselves.

In its use here, streamline should NOT be confused with anything that sounds like ‘shortening the process’. The Task Force will review and revise the timelines in the process to assure that all affected parties are given the appropriate time to perform their review of any proposed Standards. Where there are multiple reviews ongoing, the Task Force will investigate the possibility of having those review occurring simultaneously, or under a more compressed timeframe, but without rushing the process for any constituency.

As this process continues, it will be important that all Standards Development follows this process. As various people involved in the process have interpreted SOP 2-100 differently, the process followed has had some variation. It is therefore among the goals of this Task Force to arrive at a consistent, documented process that will be followed for future Standards Development.

As this relates specifically to the process for the combination of ELV2 Modules 1 and 3 into the proposed new Module 1, the process would likely look different than the one that was followed. The outline that was prepared for this proposed change is a wonderful work of detail, yet probably overly detailed than it needed to be. At the stage of requesting comment from interested parties, the outline should have been more of a high-level outline of items being considered for change. This high-level outline is designed to garner thought and comment from all interested parties. There is no intent to change this outline, re-start the process, or do anything to derail the proposed new ELV2 Module 1. While this is a more finished product than expected at this stage in the process, there is no reason to do anything different now. So circling back to the beginning, the Task Force will review SOP 2-100 to determine the best options for this process, keeping in mind the goals above.