

**SUMMARY OF THE  
TNI CONSENSUS STANDARDS DEVELOPMENT  
EXECUTIVE COMMITTEE MEETING  
MAY 10, 2018**

The Executive Committee held a conference call on Thursday, May 10, 2018, at 1:00 pm EST. Chair Bob Wyeth led the meeting.

**Agenda item 1 – Introduction of New Committee Members**

Bob welcomed the two new members who introduced themselves. Kasey Raley, from Eurofin, was taking over from Robin as representative of the Microbiology Expert Committee. Robin was continuing on the committee as an At-Large Member. Jessica Jensen, of Meridian Analytical Laboratory, was taking over from Paul as representative of the Quality Systems Expert Committee. Paul was also continuing on the committee as an At-Large Member.

**Agenda item 2 – Roll call**

Attendance:

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

**Agenda item 3 – April 12, 2018 CSDEC conference call minutes**

It was moved by Rami and seconded by Kevin to approve the minutes of April 12. All were in favor.

**Agenda item 4 – Chair and Committee Member Training**

Bob reminded the chairs to have all members take the training

### **Agenda item 5 – Updates to Standards Activity Spreadsheet**

Ken presented updates, showing the ANSI approval of the 2016 V1M4 (the only standard to date that was taken completely through the new SOP 2-100 rev. 2.01 procedure), a Notice of Proposed Standards Activity for V1M3, and a Notice of Intent to Modify a Standard for V1M2.

### **Agenda item 6 – Discussion/response to “lessons Learned” document from LASEC**

The committee worked through a draft response to the LASEC document. Bob explained that a group of 5 (Bob Wyeth, Nicole Cairns, Robin Cook, Paul Junio, and Ken Jackson) had met by teleconference to prepare the draft. He explained that LASEC had produced its document as a result of its experience in reviewing the 2016 standard. The 2016 standard development followed a version of SOP 2-100 that had since been replaced, and the CSDEC found that most of the LASEC comments had been anticipated when the new version of the SOP was being prepared. A major issue that was not addressed in the new SOP was the difficulty LASEC had in reviewing a standard within the 45-day time frame allowed for voting. However, an Expert Committee preparing a standard is now required, prior to publishing a standard for vote, to provide a detailed description of the proposed changes with justification for each stage. It was agreed the stated 30-day time frame for comments on this by individuals and by committees could be extended, when requested by LASEC or any other stakeholder/stakeholder group, to give them adequate time for review. Lynn expressed reservations that this process would still allow adequate time, and suggested if it did not work, the standards development process would then need further revision. Carl commented that the standards development process is quite complex and he would have to rely on his program administrator to guide him through the steps. Ken assured him it is the job of all program administrators to do that.

Following the discussion and making further minor changes, it was moved by Val and seconded by Kasey to accept the revised document for submission to LASEC, and subsequently the NELAP Accreditation Council and the TNI Board of Directors. All were in favor.

### **Agenda item 7 – Expert Committee Reports**

**Field Activities** – Ilona said the committee had met with its new membership. Shannon Swantek had taken over as Chair from Kevin Holbrooks, but Kevin was interested in staying on the CSDEC as an At-Large Member. However, Bob pointed out he could not do so yet as the committee had reached its maximum of 3 At-Large Members.

**Laboratory Proficiency Testing** – Ken reported that the committee had finalized its PTRL guidance document, and this had been sent on to the Policy Committee for review. Nicole was looking for a vice-chair.

**Quality Systems** – Ilona said the committee had finished its comparison of the 2016 standard with the new ISO 17025 language. It had published a Notice of Intent to Modify a Standard. She said the proposed 5-year turnaround of the Environmental Sector standard would likely cause a problem for the Non-Governmental Accreditation Bodies, since ILAC specifies a 3-year turnaround.

**Laboratory Accreditation Body** – Carl reported the committee was continuing to work on merging Modules 1 and 3 of Volume 2 of the Environmental Sector Standard, and it was working on incorporating the new ISO 17011. They were now looking at the process requirements, and they would be looking at items that were tabled last time the standard was revised.

**Stationary Source Audit Sample** - Tom said the committee was continuing to update Modules 1 and 3, and it was expanding the SSAS Table. There was a need to update the SOP for table management.

**Chemistry** – Val said the committee had two additional Accreditation Body members, and it was hoping to add another member from the Laboratory interest group. As suggested by the Policy Committee, the 2016 standard guidance documents were undergoing further revision, and it was hoped this would be completed within 2 weeks. For the next revision of the standard, the committee planned to work on Demonstration of Capability, and they had asked the Accreditation Bodies to describe their requirements for laboratories.

**Microbiology** – Kasey reported the committee had not yet met, and it would have to re-schedule its monthly meeting.

**Whole Effluent Toxicity** – Rami said the committee continued to work through the standard, to work with Dan Hickman on the LAMS update, and to work with the PT Executive Committee on matching analyte codes. Lynn had reached out to ELAB for a possible meeting with them during the upcoming New Orleans conference.

**Radiochemistry** – Bob Shannon said PT acceptance criteria were being worked on. Their June committee meeting would be postponed, because many of the committee would be attending a conference.

**Asbestos** – Myron said the committee had almost completed its initial run through V1M3.

**Agenda Item 8** – TNI Glossary update

Bob said it would be posted soon.

**Agenda Item 9** – New/Old Business

There was no further business.

**Adjournment**

It was moved by Kasey and seconded by Tom to adjourn at 2:30 pm EDT. All were in favor.



Consensus Standard Development Executive Committee  
Conference Call  
May 10, 2018; 1:00 PM EDT  
Dial-in-number: 1-605-475-6333; 822174#

1. Introduction of new committee members
2. Roll Call
3. Approval of April 12, 2018 Conference Call Minutes (attached)
4. Chair and Committee Member Training reminder
5. Updates to Standards Activity Spreadsheet
6. Discussion/response to “lessons Learned “ document from LASEC (response of committee needed)
7. 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
8. TNI Glossary update
9. New/Old Business