SUMMARY OF THE
TNI CONSENSUS STANDARDS DEVELOPMENT
EXECUTIVE COMMITTEE MEETING
JUNE 11, 2015

The Executive Committee held a conference call on Thursday, June 11, 2015, at 1:00 pm EDT. Chair Bob Wyeth led the meeting.

Agenda item 1 – Roll call

Attendance:

<table>
<thead>
<tr>
<th>Attendance</th>
<th>Present/Absent</th>
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<tbody>
<tr>
<td>Carl Kircher, LAB</td>
<td>Present</td>
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<tr>
<td>JoAnn Boyd, At Large Member</td>
<td>Absent</td>
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<tr>
<td>Justin Brown, Field Activities</td>
<td>Absent</td>
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<tr>
<td>Richard Burrows, Environmental Measurement Methods</td>
<td>Present</td>
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<tr>
<td>Robin Cook, Microbiology</td>
<td>Absent</td>
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<tr>
<td>Jessica Evans, At Large Member</td>
<td>Present</td>
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<tr>
<td>Tom Widera, Stationary Source Audit Sample</td>
<td>Present</td>
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<tr>
<td>Paul Junio, Quality Systems</td>
<td>Present</td>
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<tr>
<td>Shawn Kassner, Proficiency Testing</td>
<td>Present</td>
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<tr>
<td>Rami Naddy</td>
<td>Absent</td>
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<tr>
<td>Bob Shannon, Radiochemistry</td>
<td>Absent</td>
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<tr>
<td>Bob Wyeth, Chairman, At Large Member</td>
<td>Present</td>
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<tr>
<td>Ken Jackson, Program Administrator</td>
<td>Present</td>
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<td>Ilona</td>
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Agenda item 2 - Review and approval of May 14, 2015 minutes

It was moved and seconded to approve the minutes. All were in favor.

Agenda item 3 - Status of SOP 2-100 ; Proposal for Establishment or Modification to TNI Standard-Form (attached)

Ken said SOP 2-100 Version 2.0, was now on the website. Bob circulated a template for committees to complete when a new or modified standard was proposed. He described the form and asked members to send any suggested improvements to him.

Agenda item 4 - Guidance Document for Development and Maintenance of Standards regarding structure, formatting and Style

A proposal for the guidance document was required to be submitted to the Policy Committee. Bob and Ken would work on it.
Agenda item 5 – Chair and Committee Member Training

Bob issued the usual reminder to Committee Chairs.

Agenda item 6 – Status of TNI 2015 Standard

A session in the NEMC Chicago meeting program was to be presented. It would be co-chaired by Jerry Parr and Ken. Bob Wyeth would describe the standards development and implementation process, and he would be followed by the chair of each committee working on the 2015 standard (Shawn, Proficiency Testing; Paul, Quality Systems; Richard, Chemistry; Robin, Microbiology; and Bob Shannon, Radiochemistry).

Agenda item 7 - Expert Committee Reports

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

**Proficiency Testing.** The Voting Draft Standards on Volumes 3 and 4 had been published, and voting would continue through June 19. The committee had almost completed its resolution of comments from the V1M1 and V2M2 Voting Draft Standards.

**Quality Systems.** Paul said the Small Laboratory handbook was still in preparation. The response period on the Working Draft Standard for V1M1 Section 5.5.13.1 would expire on May 20, when a Voting Draft Standard (VDS) would be presented to the membership.

**Chemistry.** The Detection/Quantitation Voting Draft Standard was published, with voting continuing through July 5.

**Microbiology.** The Voting Draft Standard for V1M5 was published, with voting continuing through July 4.

**Radiochemistry.** There was no report.

Agenda item 8 a – Glossary of Terms

It was suggested each Committee Chair ask for a volunteer from their committee to form a subcommittee on this issue.

Adjournment

There being no other business the meeting was adjourned at 2:30 pm EST.
Consensus Standard Development Executive Committee
Conference Call
June 11, 2015; 1:00 PM EDT
1-605-475-6333; code 822174#
AGENDA

1. Roll Call
2. Review and approval of May 14, 2015 minutes (attached)
3. Status of SOP 2-100; Proposal for Establishment or Modification to TNI Standard-Form (attached)
4. Guidance Document for Development and Maintenance of Standards regarding structure, formatting and Style
5. Chair and Committee Member Training (http://nelac-institute.org/eds/download/ChairTraining.php) – confirmation
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
8. New Business
   a. Glossary of terms
9. Old Business