

**SUMMARY OF THE  
TNI CONSENSUS STANDARDS DEVELOPMENT  
EXECUTIVE COMMITTEE MEETING  
JULY 25, 2019**

The Executive Committee held a conference call on Thursday, July 25, 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	Present
Kevin Holbrooks, At-Large Member	Present
Valerie Slaven, Chemistry	Present
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	Present
Terry Romanko, Radiochemistry	Present
Cathy Westerman, VA DCLS, Ex-Officio	Present
Myron Getman, Asbestos	Absent
Ilona Taunton, TNI Staff	Present
Lynn Bradley, TNI Staff	Present
Robert Wyeth, Program Administrator	Present

A quorum was present and the meeting proceeded

**Agenda item 2 - Review and approval of June 13, 2019 minutes**

The minutes from the June meeting were presented. Jessica made a motion to accept and Nicole seconded the motion; the motion was passed unanimously with Terry abstaining. Final minutes will be forwarded to William for posting.

**Agenda item 3 - Standard Development Task Force**

Paul reported that the task force will be meeting in Jacksonville to discuss and move process forward. Paul will provide copies of relevant documents/comments received to date.

**Agenda Item 4 – Reminders - Committee Member Spreadsheet/Chair & Committee Member Training**

Paul requested to keep spreadsheet accurate and reminded members of training for members and chairs.

**Agenda Item 5 – Internal Audit Checklist Update**

Ilona reviewed the status of the internal audit process. All initial response received and reviewed with the exception of Chemistry expert committee which Val indicated she and Ken

had completed. She will search her files and send to Ilona and Bob. Ilona reminded committee of the SOP 1-124 for internal audits. Ilona mentioned that changes were being made and that each committee as well as the CSDEC will need to review their initial responses and the revisions to internal audit checklists by September 1, 2019 (Ilona to supply specific issues to each committee chair). She further indicated that internal audit information, while being updated annually, should be updated as changes occur by use of the database which each committee chair will be given access.

Ilona further described the checklists as being divided into two sections; the top section being specific to all committees and the bottom section specific to each individual committee.

This prompted a discussion of the CSDEC schedule. CSDEC is not meeting in Jacksonville although after some talk of attendance in Jacksonville, some initial conversations could occur there. The next CSDEC call is currently scheduled for September 12, 2019 which would not allow for a timely response to the internal audit issue. The next meeting was subsequently rescheduled for August 29, 2019 at 2:30 PM ET when this topic will be addressed.

Ilona continued by reviewing the overall Internal audit schedule including Policy committee approval by end of September and posting of final internal audit checklists in the database by October 15, 2019. All committees would then complete their audit within the database for this and subsequent years as per SOP 1-124.

#### **Agenda item 6 – Updates to Standards Activity Spreadsheet**

Bob reported that the standards activity spreadsheet is up to date with one pending addition which is the summary and outline for EL-V1M3 from the asbestos committee.

#### **Agenda item 7 --SIR Review and updating – due August, 2019**

SIRs are progressing and should be finalized by the meeting in Jacksonville. Ilona requested everyone take a quick look to make sure they have all been completed consistent with the template developed and utilized by the Proficiency Testing committee. However if submission would be delayed due to use of this template, submit what you have in a timely fashion. Nicole provided some clarification on the use of their template. Results of the SIR reviews should be sent to Jerry with a cc to Ilona.

#### **Agenda Item 8 -- Committee Reports**

Proficiency Testing – Completed DoD/DOE vs. TNI and TNI vs. DoD/DOE comparisons and submitted to Jerry. They also finalized their agenda for Jacksonville focusing on PTRL implementation.

Field Activities – Scott reported that they continue to work on revisions to the standard and inclusion of ISO, removing redundancy, and any inconsistency. Committee using the DMS system for their work which seems to be preferential means of working through standards development.

Quality Systems – Committee working on standard relative to renewed ISO requirements and developing PowerPoint's for discussion of "technical manager" while in Jacksonville. Committee has input from

various committees but has not heard anything from the Asbestos committee. Bob will query this group for input and Myron and/or Bob will communicate with Jessica. Also continuing to work through the SIRs including one new one recently received.

Laboratory Accreditation Body – Reviewing and organizing comments (approx.. 50 comments from 5 individuals) received on V2M1 for presentation and discussions in Jacksonville.

Stationary Source Audit Sample – Still working on how to proceed with SSAS now that only one provider is available. A survey was completed through the TNI website. Results indicated ABs/regulators support continuation and testers felt the opposite. Will review and discuss in Jacksonville

Chemistry – LOD/LOQ finalized and submitted to Jerry. LASEC replaced previous version with the new revision. LASEC recommended approval of the AC; acceptance is expected. A few minor comments were included in the LASEC recommendation. Document will likely require review and approval by the policy committee. Additional revised/clarified SIR responses also presented to LASEC. Will be reviewing these topics in Jacksonville.

Microbiology – During meeting analyzed requirements for technical manager and send those on to QS committee. Discussed Jacksonville agenda; agenda will be modified slightly to include a review of a new SIR.

Whole Effluent Toxicity – Continuing to work through DOC for WET testing. ELAB, whom this committee has been working with, did not get a renewed charter and essentially no longer exists but the executive order reducing the number of federal advisory committees was not to apply to independent organizations (which would apply to EPA/ELAB) the fact remains that they have no charter. Committee had been negotiating with EPA offices regarding PT testing through ELAB. Discussions with Lem Walker are on-going and Lem will meet with Rami in Jacksonville since he appears to be the only remaining conduit within EPA to effect resolution.

Radiochemistry – Committee finalized technical manager definition which was approved and sent to QS. This finalized version contained some changes from previously presented based upon requirements in Pennsylvania DEP. Also reviewed contents of training to be conducted in Jacksonville. The committee also reviewed suggestions for modifications to their module which will also be discussed in their Jacksonville meeting.

Asbestos – The Asbestos Committee continues to review our draft document and we are making progress. We have had to re-revisit the Phase Contrast Microscopy section, in particular, because a revision of the NIOSH 7400 method was issued in April and, then again, in June. They review and approved the Summary and Outline of changes to V1M3 for posting. They anticipate a preliminary VDS being presented at the winter meeting in California.

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

None to report.

#### **Adjournment**

It was moved by Robin and seconded by Jessica to adjourn at 2:10 PM EDT. All were in favor.

The next meeting of the CSDEC would normally be scheduled for August 8, 2019. However the CSDEC is not meeting in Jacksonville. For purposes of ensuring completion of the internal audit development, a meeting of the committee will be held on Thursday August 29, 2019 at 2:30 PM ET. The regularly scheduled September meeting of the CSDEC will remain on the schedule pending the August 29<sup>th</sup> meeting.

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	Ilona	
4/11/2019	11	Contact Jerry regarding reserving of module names based on consolidation of V2M1 and V2M3	Bob	Hold as "RESERVED" 5/10/2019

## ATTACHMENT 1

Consensus Standard Development Executive Committee  
Conference Call  
July 25, 2019; 1:00 PM ET  
Dial-in-number: 1-712-832-8330; code 822174#

1. Roll Call
2. Review and approval of June 13, 2019 meeting minutes (attached)
3. Standards Development Task Force
4. Reminders - Committee Member Spreadsheet/Chair & Committee Member Training
5. Internal Audit Checklist Update
6. Updates to Standards Activity Spreadsheet
7. SIR Review and updating – 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
  - k. Accreditation Council
9. New/Old Business