

**SUMMARY OF THE
TNI CONSENSUS STANDARDS DEVELOPMENT
EXECUTIVE COMMITTEE MEETING
SEPTEMBER 12, 2019**

The Executive Committee held a conference call on Thursday, September 12, 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	Present
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	Absent
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.

Agenda item 2 - Review and approval of August 29, 2019 minutes

The meeting minutes were reviewed. A motion to accept was made by Jessica and seconded by Terry. The motion passed unanimously. Minutes will be forwarded to William for posting.

Agenda item 3 - Standard Development Task Force

Some comments and suggestions have been provided for consideration from Task Force members. Paul is planning for a meeting this month; Jerry to provide comments as well. Paul will attempt presentation of some draft sections of the SOP regarding what has been discussed to date.

Agenda Item 4 – Reminders - Committee Member Spreadsheet/Chair & Committee Member Training (<http://nelac-institute.org/eds/download/ChairTraining.php>)

Paul reminded participants of the requirement. Training modules are being updated. If committee chairs have information on members who have completed the training, please forward that information to Paul.

Agenda Item 5 – Internal Audit Checklist Update

Policy committee addressing CSDEC and expert committee forms but they have not yet been approved. Paul needed to resubmit red-line versions to Policy committee. Expert committee chairs will be given access to the internal audit database after approval. Anticipate October 15, 2019 for access and then approximately 2 months for committee to complete the audits.

Ilona still needs the 2018 Chemistry committee Internal Audit checklist. Bob to coordinate with Valerie to ensure submission.

Agenda item 6 – Updates to Standards Activity Spreadsheet

Bob reported that the standards activity spreadsheet is up to date. Anticipate changes and additions as committee proceed.

Agenda item 7 ---Committee Openings – 2020 – Newsletter Article

The following is the current committee status of committee participation.

Committee	Members	AB	Lab	Other	PTP
LAB	10	3	2	5	
Field Activities					
Chemistry					
Stationary Source Audit					
Sample					
Proficiency Testing	9	2	4		3
Quality Systems	13	5	3	5	
WET	15	5	7	3	
Microbiology	13	5	4	4	
Radiochemistry	10	3	4	3	
Asbestos	7	2	3	2	

Paul requested responses from Chemistry, FAC and SSAS (Tom forwarded his information on 8/26 but resend during the call). Kevin will get the FAC information and Bob will provide the Chemistry data. Paul will draft article requesting applicants and remind people that service on more than one expert committee is permissible. Might also add some language as to no more than 2 members from a single organization. Lynn suggested use of the language which is in the revised SOP.

Suggested for presentation that PTPs be listed as “Other” to prevent any confusion for existing committee members and applicant.

To clarify, committee membership begins on January 1 of each year for 3 year terms.

Agenda Item 8 -- Committee Reports

Proficiency Testing – Committee has lost one member, a lab, which makes the Newsletter on membership timely. Committee also working to determine their next steps relative to potential changes in the Standard for the next revision. Committee reviewing historical notes, comments and suggestions and complete a thorough review prior to determining their next effort(s).

Field Activities – No meeting since Jacksonville due to holidays and hurricane Dorian. Continuing to work on draft VDS for FSMO.

Quality Systems – Committee has met and re-capped Jacksonville meeting and continue discussion of the “Technical Manager” definition issue. Committee has received input from all relevant committees except Asbestos. Myron reported that it is a topic for discussion at next week’s call and will provide their input following that meeting. Generally speaking asbestos has no major issues with the current definition but may suggest some minor edits. The WET committee will also be supping some changes to their previously submitted input.

The committee’s plan is to compile all the inputs and submit to the AC by October 1, 2019 with the request for comment by the end of the year so the topic can move forward for further debate if needed in Newport Beach.

Lynn requested that any and all correspondence with the AC be provided to her as well as the PA. This would ensure inclusion of issues on AC agendas.

QS also reported the potential removal of an “Other” member for lack of participation. The chair has solicited comments from all members but removal is anticipated. Bob reviewed the SOP regarding member removal and advised that the termination of membership will come from Paul as the chair of the CSDEC. It was suggested that attempts be made to contact this individual prior to actual termination which had already been attempted numerous times and by the chair and the PA. Request to have member terminate is anticipated by the (/16/2019 meeting of the committee,

Two options, as the discretion of the chair are available for a replacement. One id to replace this individual immediately to fill out the remaining 2+ years of the term or second to accept a new member on 1/1/2020 for a full 3 year term.

After discussion of this membership removal issue, it was suggested that the committee should review SOP 2-101 and provide clarifying language where needed.

Laboratory Accreditation Body – LAB committee meeting next weeks and will continue to work through comments received to date (including comments for Milwaukee) and then proceed to submission of a VDS.

Stationary Source Audit Sample – Still in a voluntary program position; EPA posted a Federal Register posting regarding this situation and requested comment which the SSAS committee anticipates providing. Committees meeting are now scheduled for twice a month to complete SOPs under revision which will hopefully entice another provider to enter the program.

Chemistry – Have not met since last CSDEC call. Bob will ensure provision of the current committee roster, 2018 Internal Audit findings and the SIR Summary as soon as possible.

Microbiology – Committee met and continued discussion of the definition of Technical Manager and made one minor modification which will be forwarded to the QS committee. SIR 301 was returned by the LASEC to the committee. The committee believes and will respond to the LASEC that resolution of this SIR would be best addressed by a guidance document.

Micro committee also anticipates a Notice of Intent to modify their module and believed it would be a result of their October 2019 meeting.

Whole Effluent Toxicity – The committee has not met since Jacksonville. They are continuing to work on the definition of Technical Manager. They have discussed the possibility of adding a Statistics course to the Technical Manager requirements based upon their specific needs.

Cathy Westerman while generally speaking of the potential difficulties of this requirement specifically if made a requirement under all modules or in QS, that if they are move forward with this concept that grandfathering language would have to be developed prior to presentation to the AC.

Other also generally spoke of difficulties in this requirement if applicable to QS and/or other disciplines. The suggestion was made that a potentially viable alternative would be to develop a TNI training course specific to the needs of its members.

Radiochemistry – Radiochemistry have not met since Jacksonville and had no new information or status to report.

Asbestos – Meeting next week and should conclude their line by line review of their draft VDS of M 3. A posting of a VDS will follow shortly thereafter. Will also finalize input to QS for the definition of Technical Manager.

On behalf of the AC, Cathy reported that the October AC meeting will be addressing the review of the Final LOD/LOQ guidance document and the Evaluation SOP.

Agenda Item 9 – New/Old Business

SIR Summary Spreadsheet Status

Committee chairs and/or PAs responded that SIR Summaries (relevant to the 2016 Standard ...standards not changed in 2016 Standard have differing response, if any) have been submitted. Chemistry summary will be sent to Paul and Microbiology committee will send a final copy to Paul.

Committee Chairs and/or PAs were asked to send copies to Paul. Paul will also follow up by e-mail. Paul and Bob will compile and review prior to sending to Jerry as per his request from the 9/11/19 BoD call.

Glossary

New SOPs approved by Policy and adopted by the BoD have numerous definitions that need to be reviewed against the current edition of the glossary.

Lynn on behalf of the AC stated that the glossary and citing definitions from the glossary could be problematic would not be enforceable in the standard or in an SOP. The issue needs to be addressed regarding use of the glossary.

Adjournment

It was moved by Terry and seconded by Myron to adjourn at 2:16 PM EDT. All were in favor.

The next meeting of the CSDEC is scheduled for October 10, 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 and Summary by August, 2019	Committee Chairs	Scheduled for compilation by Paul, Oct.1, 2019
3/14/2019	10	Access to Internal Audit Database	Ilona	Scheduled for Oct 15, 2019
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
 September 12, 2019; 1:00 PM ET
 Dial-in-number: 1-712-832-8330; code 822174#

1. Roll Call
2. Review and approval of August 29, 2019 meeting minutes (attached)
3. Standards Development Task Force
4. Reminders - Committee Member Spreadsheet/Chair & Committee Member Training (<http://nelac-institute.org/eds/download/ChairTraining.php>)
5. Internal Audit Checklist Update
6. Updates to Standards Activity Spreadsheet
7. Committee Openings – 2020 – Newsletter Article
8. SIR Spreadsheet Status – NEW ITEM
9. Committee Reports
 - a. Proficiency Testing
 - b. Field Activities
 - c. Quality Systems
 - d. Laboratory Accreditation Body
 - e. Stationary Source Audit Sample
 - f. Chemistry
 - g. Microbiology
 - h. Whole Effluent Toxicity
 - i. Radiochemistry
 - j. Asbestos
 - k. Accreditation Council
10. New/Old Business

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