

**SUMMARY OF THE
TNI CONSENSUS STANDARDS DEVELOPMENT
EXECUTIVE COMMITTEE MEETING
JANUARY 9, 2020**

The Executive Committee held a conference call on Thursday, January 9, 2020 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	Absent
Robin Cook, At Large Member	Present
Sheri Heldstab, Stationary Source Audit Sample	Present
Paul Junio, Chair, At Large Member	Present
Nicole Cairns, Proficiency Testing	Present
Jessica Jensen, Quality Systems	Present
Rami Naddy, WET	Present
Kasey Raley, Microbiology	Present
Scott Haas, FAC	Present
Terry Romanko, Radiochemistry	Present
Cathy Westerman, VA DCLS, Ex-Officio	Present
Myron Getman, Asbestos	Present
Ilona Taunton, TNI Staff	Absent
Lynn Bradley, TNI Staff	Present
Robert Wyeth, Program Administrator	Present

A quorum was present and the meeting proceeded. Michelle McGowan joined the call as the new chair of the Asbestos Committee. Tom Widera, past SSAS chair was also present for the call.

Agenda item 2 - Review and approval of December 12, 2019 minutes

The meeting minutes were reviewed. A motion to accept was made by Kevin and seconded by Myron. The motion passed unanimously with an abstention from Carl. Minutes were forwarded to William for posting.

Agenda item 3 - Standard Development Task Force/Report on ANSI Audit

Paul reported that the task force continues to work on development of Rev. 3 of SOP 2-100. The plan is to revise the standards approval process to clarify and simplify the process. Bob reported that we also need to review SOP 2-101 (as well as potentially other SOPs) and this process will need be accelerated to meet ANSI deadlines. Final deadline for completion is not known and will depend on ANSI's response to our proposed corrective actions resulting from the audit. Kevin volunteered to assist with the task force. The next Task Force call is scheduled for 1/23/2020. Anticipate final corrective action response will be in May or early June for Policy and BoD approvals.

The anticipated outcome of the audit process will be a temporary suspension of our accreditation until we have completed our corrective actions. This means that no new actions will be reviewed by ANSI until the audit is closed. No impacts are anticipated relative to our American National Standard status. This position may delay somewhat the submission of documents for ANSI approval of the LAB, FAC and Asbestos modules but should not retard development by the expert committees.

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. As the new training will follow the revision of SOP 2-100, training for now and the near future should utilize the admittedly outdated materials in the attached link.

Paul also reminded chairs to advise participants that if the participant has hold music please do not put call on hold. If necessary, participants can call back in when available.

Agenda Item 5 – Reminder to complete inputs for Annual Report at Newport Beach Internal Audit Checklist Update

Paul reminded committee chairs to submit their inputs to Jerry for the Annual Report presentation in Newport Beach. Chairs should utilize the information previously provided by Jerry. Contents, in the PowerPoint presentation included in Jerry's e-mail should reflect accomplishments from 2019 and plans for 2020. The deadline for submission 1/28/2020; please cc Paul and Bob on these submissions to Jerry.

Agenda Item 6 – Support attendance at Newport Beach meeting

Chairs were reminded to register for the Newport Beach meeting and to make hotel reservations as soon as possible as deadlines per rapidly approaching. Chairs were also asked to communicate this information to their members.

Agenda Item 7- Internal Audits

All expert committee internal audits are complete and under review for presentation at the Newport Beach meeting.

Agenda Item 8 – Updates to Standards Activity Spreadsheet

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

Agenda Item 9 – Glossary

Michelle Wade volunteered to join the work group. Plan is to make the glossary a part of the standard; how that will occur is unknown. Do not anticipate any significant progress for a few months.

Agenda Item 10 -- Committee Reports

Proficiency Testing – The committee has been working on their presentation for Newport Beach and discussing options for potential modifications to their module. Membership issues and concerns for a new chair will be addressed in Newport Beach with a closed meeting to consider applicants. The current chair will resign her leadership role as of March 1, 2020 and while no volunteers have expressed interest a more concerted effort will begin to find a replacement chair.

Field Activities – Committee is preparing for the Newport Beach meeting. They continue to work on their standard utilizing PowerDMS while incorporating appropriate ISO requirements. They are also reviewing membership status for 2020.

Quality Systems – Technical Director/Manager training being informally discussed with the AC. General support for this training is apparent. Attempting to finalize a meeting of appropriate parties concerning Technical Director definition while in Newport Beach. Committee is also initiating inclusion of ISO 17025:2017 language into their module. The committee has nominations for 4 new members for 2020 and will finalize committee membership.

Laboratory Accreditation Body – Committee continuing to work through comments on the NOI and draft proposed changes to their module. Hoping to complete reviews of all comments at Newport Beach meeting and present draft VDS shortly thereafter. Committee working to resolve a new SIR (#362).

Stationary Source Audit Sample – The program has been suspended for lack of two PTPs but the committee remains very busy with efforts to revive the program. Committee is meeting twice per month. They have completed one SOP, working on others which will entice a new PTP. Committee finalized SSAS comments to Jerry for EPA comments to suspension of the program. Member renewals and new members are pending. Membership upon completion could be up to 8 members.

Chemistry – Committee working on next actions for the committee. Major focus will be on DOC, both individual and lab. The committee has received inputs from a number of AC members and will continue to seek more input. Membership balance has been re-established. New applicants are under review and additions are anticipated.

Microbiology – Committee finalized NOI. Prepared their agenda for the Newport Beach meeting. Completed draft of implementation guidance document. They continue to work on resolution of SIR 301 regarding frequency of blanks for membrane filtration. Membership voting anticipated to occur at their next meeting.

Whole Effluent Toxicity – Completed calls with PA and NJ regarding DOC. Rami met with members of the AC who asked for additional information on proposed actions. Committee requested to speak with entire AC regarding DOC issues. Planning a WET assessor training course. More clarity is needed regarding data generated in support of WET testing but not reported by the labs. Committee is also being tasked with review of WET method codes with similar issues as seen in micro..

Radiochemistry – Committee continuing work on training scheduled for Newport Beach (this is the 5th of the 5 part training provided by the committee). Continued discussion of technical director pending talk of a training program. In Newport committee will be discussing potential changes to the standard. Regarding membership, 2 members finished 2 terms (1 Other and 1 Lab interest category and maybe considering a termination for lack of participation). Currently anticipate bringing on a minimum two new members.

Asbestos – Committee continuing work on Module 3 by finishing the edits made to the module. Presentation planned for Newport Beach meeting. Committee is reviewing membership issues and the election of a new chair and vice chair, Myron will retire as chair but will remain for another term. Michelle McGowan will be the new Chair.

Accreditation Council – AC is addressing method code issues and how the legal traceability of said codes is applicable to the states. The AC elected Kristen Brown as chair and Micelle Potter as vice chair. The AC has planned a closed meeting in Newport Beach to address administrative issues not related to standards development or implementation.

Agenda Item 9 – New/Old Business

No new or old business was brought up for consideration.

Adjournment

It was moved by Jessica and seconded by Carl to adjourn at 2:15 PM EDT. All were in favor.

The next meeting of the CSDEC is scheduled for February 13, 2020 at 1:00 PM ET. This is the week after the Newport Beach meeting. The CSDEC is not formally meeting in Newport Beach but depending on outcomes from the Newport Beach and expert committee activities, this meeting may be cancelled. Paul will advise as to the status of this scheduled 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;
3/14/2019	9	Complete SIR spreadsheet review and Summary by August, 2019	Committee Chairs	Complete
3/14/2019	10	Access to Internal Audit Database	Ilona	Complete
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
11/14/2019	12	Committee Membership /Newsletter	Bob/Paul	complete
11/14/2019	13	Ensure completion of Internal Audits of expert committee by 1/3/2020	Program Administrator/Chairs	Complete 1/3/2020

ATTACHMENT 1

Consensus Standard Development Executive Committee
Conference Call

January 9, 2020; 1:00 PM ET

Dial-in-number: 1-712-832-8330; code 822174#

1. Roll Call
2. Review and approval of November 12, 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. Reminder to complete inputs for Annual Report at Newport Beach
6. Support attendance at Newport Beach meeting
7. Internal Audit Checklist Update
8. Updates to Standards Activity Spreadsheet
9. Glossary – No news until after Newport Beach (Bob, Jessica, Michelle, Paul)
10. 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
11. New/Old Business