

**SUMMARY OF THE
TNI CONSENSUS STANDARDS DEVELOPMENT
EXECUTIVE COMMITTEE MEETING
OCTOBER 10, 2019**

The Executive Committee held a conference call on Thursday, October 10, 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, Chair, At Large Member	Present
Nicole Cairns, Proficiency Testing	Present
Jessica Jensen, Quality Systems	Absent
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.

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

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

Agenda item 3 - Standard Development Task Force

Met in late September, 2019. Some comments and suggestions have been provided for consideration from Task Force members. Paul reviewed status and is planning for a meeting this month. Committee will continue to be advised.

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.

As the new training will follow the revision of SOP 2-100, training for now and the near future should utilize the attached link. Lynn mentioned that the above training was designed for

committee chairs and not solely the standard development process. This training also needs to be addressed.

Agenda Item 5 – Internal Audit Checklist Update

Policy committee addressing CSDEC and expert committee forms but they have not yet been approved. Anticipate approval on October 11, 2109 and will then be placed in the database. Expert committee chairs will be given access to the internal audit database after approval. Ilona still needs the 2018 Chemistry committee Internal Audit checklist.

Agenda item 6 – 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 7 – Glossary

Glossary is not currently on the website but will be posted soon. Glossary is in need of updates. Discussed during SOP 2-100 Task Force meeting. Definitions contained within the promulgated standards are critical as these are the “enforceable definitions”. Cathy as the AC voice on the CSDEC suggested that the glossary needs to be developed and incorporated, in some form, into the Standard. Bob suggested that a work group be established to address this issue. While various strategies were discussed no specific conclusions were reached. Scott offered that NEFAP concluded a similar effort and offered to share their document with the CSDEC.

Agenda Item 8 -- Committee Reports

Proficiency Testing – Revisiting comments received over the past few years. Committee will review and “rank” comments/suggestions to determine future activities for potential modifications to the standard.

Field Activities – Committee continues to work on modifications to their standard. Two new committee members have joined, both from industry (oil and gas), as associates.

Quality Systems – Removed a member from the committee for lack of participation. Developing plans for future changes to the standard including inclusion of requirements of ISO 17025.

Laboratory Accreditation Body – Committee continues to address comments on outline/draft document. One SIR received and will be addressed by the committee. A new member application has been received and will necessitate committee action.

Stationary Source Audit Sample – Committee meeting every two weeks, working on SOPs and potential changes to their modules in attempts to resolve their current situation. Goal is to make the process more efficient and less costly which will hopefully entice additional PT providers. Currently their program is voluntary and the question of continuing as a TNI standard has been raised. The committee is responding with correspondence to the BoD for consideration at their next meeting to keep the SSAS active within TNI.

Chemistry – Committee has failed to attain a quorum for the past 2 months. SIR summary, and SIR responses will be submitted shortly. Roster information was forwarded to Paul. The CEC internal audit information for 2018 cannot be recovered and is believed lost with other Ken Jackson files. The internal audit will likely have to be reconstructed. The committee is awaiting LASEC response on a few SIRs. The

committee's future efforts relative to modifications to their module will be directed towards resolution of numerous DOC questions/issues.

Microbiology – Committee beginning work on implementation guidance on SIR 301. Preparing a NOI for sections for potential modification to module.

Whole Effluent Toxicity – Continuing to discuss DOC for WET as was reported at Jacksonville conference where the committee received interesting and supporting comments towards lab competency as opposed to individual competence. Seeking PT data from TNI regarding WET. Workshop planned at SETAC meeting in Toronto where WET personnel will participate.

Radiochemistry – Discussing what training will be presented in January meeting of TNI. Also discussed inputs to PT committee.

Asbestos – Committee in process of finalizing changes to Module 3 as presented in their summary and draft outline. Anticipate completion within the next month or so. Plan to present draft VDS in Newport Beach in January. Suggestions for Technical Director requirements for Asbestos were sent to QS.

Cathy, on behalf of the AC reported that Aaren Alger is no longer with the PADEP in her previous position but Aaren has volunteered to continue her support of TNI. Kristen Brown, as vice chair will assume the role of chair for the AC. Mr. Dana Marshall will “replace” Aaren on the Council and Martina will assume her responsibilities within PADEP. Current EPA liaison to the AC, Donna Ringel will also be changing as she has assumed a new role in the agency. Replacement has not yet been named.

Agenda Item 9 – New/Old Business

None

Adjournment

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

The next meeting of the CSDEC is scheduled for November 14, 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
October 10, 2019; 1:00 PM ET
Dial-in-number: 1-712-832-8330; code 822174#

1. Roll Call
2. Review and approval of September 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. Internal Audit Checklist Update
6. Updates to Standards Activity Spreadsheet
7. Glossary
8. 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
9. New/Old Business