

**SUMMARY OF THE
TNI CONSENSUS STANDARDS DEVELOPMENT
EXECUTIVE COMMITTEE MEETING
OCTOBER 11, 2018**

The Executive Committee held a conference call on Thursday, October 11, 2018, at 1:30 pm EDT. Chair Bob Wyeth led the meeting.

Agenda item 1 – Roll call

Attendance:

Carl Kircher, LAB	Present
Kevin Holbrooks, FA	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
Bob Shannon, Radiochemistry	Present
Myron Getman, Asbestos	Absent
Bob Wyeth, Chairman, At Large Member	Present
Ilona Taunton, TNI Staff	Present
Lynn Bradley, TNI Staff	Present
Ken Jackson, Program Administrator	Present

Agenda item 2 – September 13 conference call minutes

It was moved by Bob Shannon and seconded by Paul to approve the minutes of September 13. All were in favor.

Agenda item 3 – Chair and Committee Member Training

Bob reminded the chairs to have all members take the training, especially the new committee members. He planned to contact the committees by email, asking how many Committee Members had completed the raining.

Agenda item 4 – Standards Activity Spreadsheet

Ken presented an updated spreadsheet, showing the Quality Systems Committee had published a notice of Proposed Standards Activity. Bob Shannon said he would send to Ken a Notice of Intent to Modify a Standard for the Radiochemistry Committee, and Ken reminded the Stationary

Source Audit Sample Committee that a Notice of Intent for Module 2 was required. Subsequently, both documents were received and Ken would ask Bob Wyeth to have them considered for approval during the next month's call.

Agenda item 5 – “Lessons Learned” response shared with LASEC and AC

Lynn said comments from the NELAP AC would be delivered to LASEC prior to its October 23 meeting. The joint comments would be presented to the TNI Board of Directors in November or December and would be shared with Bob Wyeth.

Agenda item 6 – Glossary Changes

Bob reported a few minor changes had been requested, mostly from the Policy Committee and Jerry Parr. Bob had completed the changes and the glossary would be posted soon on the website.

Agenda item 7 – Potential changes to SOP 2-101 Rev. 1.2

Eurofins and TestAmerica had announced a merger, resulting in a recurrence of the concern that SOP 2-101 prohibited more than one person from the same company from serving on an expert committee. Ken reported this issue had been discussed on the TNI Board of Directors meeting the previous day. While the Board was concerned this might make it more difficult to recruit Committee Members, it had decided to table the issue until after the merger had taken place. Ken suggested the CSDEC should be proactive on this issue in the meantime. Paul suggested it might be permissible for more than one Committee Member from the same company provided they were from different regions. Bob Shannon suggested moving quickly on revision of the SOP, because his radiochemistry committee had two members working for Eurofins and TestAmerica. He felt expert committees should be able to make their own decisions on whether an appointment would be problematic. Robin thought a concern should be a committee's limitation on appointing another laboratory person if there were already two people from the same organization. Nicole said a constraint might be to only allow 2 people from the same organization if it would be needed to maintain balance, and then it might be appropriate to have the second person serve a shorter term. Bob Wyeth would re-craft that section of the SOP, being careful to make sure small laboratories would not be jeopardized. He would then have the CSDEC consider and work on his proposed language.

Agenda item 8 – Committee Reports

Field Activities – Kevin reported the committee was studying the 2014 Field Activities standard and the new ISO 17025 standard, with a view to reformatting Volume 1 to be consistent with ISO.

Laboratory Proficiency Testing – Nicole said the PTRL guidance document was now complete and was being sent back to Lynn. Next, the committee would continue with the SIR reviews.

Quality Systems – Paul said the committee did not yet meet in October. Work would continue towards revision of V1M2.

Laboratory Accreditation Body – Carl reported work was continuing on standard development.

Stationary Source Audit Sample – Tom said an audit of Method 8 (sulfuric acid) had been performed, and it was discussed how samples should be diluted and prepared. Work was continuing on the SOP for SSAS table changes.

Chemistry – Valerie reported the committee had received and discussed comments on its guidance documents from LASEC and the NELAP AC. They planned to vote on the latest changes they had made during their November conference call. Standard Interpretation Requests (SIR) were being considered.

Microbiology – The training webinar on the 2016 standard had attracted more than 200 participants. The committee had not yet met in October.

Whole Effluent Toxicity – Rami said 3 Committee Members had been added. The committee was working on technical director qualifications. Work with ELAB and EPA was continuing on the purpose of proficiency testing, and there remained a big difference in the perceived needs and requirements. Discussion on V1M7 was continuing.

Radiochemistry – Bob Shannon reported PT acceptance criteria had been sent to Carl Kircher for consideration by the chemistry subcommittee. Training was being prepared for the Milwaukee meeting. The committee was replacing 4 Committee Members whose terms would be completed at the end of the year.

Asbestos – Ken said the committee was working steadily through its first draft of the revised standard.

Agenda Item 9 – New/Old Business

Ilona presented a short tutorial on the Appendix A instructions for use of the internal audit database. The CSDEC would be performing a pilot study and it was hoped to complete it by the end of 2018, so it could be discussed at the January Milwaukee meeting. Ilona expect the SOP to be completed by November 2, though that would not be essential to allow the pilot study to proceed.

Adjournment

It was moved by Rami and seconded by Paul to adjourn the meeting at 3:00 pm EDT.

Consensus Standard Development Executive Committee
Conference Call
October 11, 2018; **1:30 PM EDT**
Dial-in-number: 1-605-475-6333; 822174#

1. Roll Call
2. Approval of September 13, 2018 Conference Call Minutes (attached)
3. Chair and Committee Member Training reminder
4. Updates to Standards Activity Spreadsheet
5. "Lessons Learned" response shared with LASEC and AC
6. Glossary changes
7. Potential changes to SOP 2-101 Rev. 1.2
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
9. New/Old Business