

**SUMMARY OF THE
TNI CONSENSUS STANDARDS DEVELOPMENT
EXECUTIVE COMMITTEE MEETING
OCTOBER 13, 2016**

The Executive Committee held a conference call on Thursday, October 13, 2016, at 1:00 pm EDT. Chair Bob Wyeth led the meeting.

Agenda item 1 – Roll call

Attendance:

Carl Kircher, LAB	Present
JoAnn Boyd, At Large Member	Present
Kevin Holbrooks, Field Activities	Absent
Valerie Slaven, Chemistry	Present
Robin Cook, Microbiology	Absent
Jessica Evans, At Large Member	Absent
Tom Widera, Stationary Source Audit Sample	Present
Paul Junio, Quality Systems	Present
Shawn Kassner, Proficiency Testing	Present
Rami Naddy, WET	Absent
Bob Shannon, Radiochemistry	Present
Bob Wyeth, Chairman, At Large Member	Present
Iлона Taunton, TNI Staff	Present
Ken Jackson, Program Administrator	Present

Agenda item 2 – September 8, 2016 CSDEC conference call minutes

It was moved by Bob and seconded by Paul to approve the minutes after correcting the reference to ISO 17025 in the Accreditation Body report. All were in favor, except Tom and Rami who abstained. Hence, the minutes were approved.

Agenda item 3 - Chair and Committee Member Training Update

Ken had not yet scheduled his training webinar. He said it would complement the current training by addressing specific issues that had arisen within the Expert Committees.

Agenda item 4 – Committee Charters

Bob reminded the chairs that their charters might need updating to reflect changes in committee membership. When the changes had been made, the chairs were asked to send the updated charters to Bob. Also, Bob described the upcoming format changes in the charters. Achievements and activities will no longer be in the charters, but will be in the annual report of each committee.

Agenda item 5 – Standards Activity Spreadsheet

There were no recent updates.

Agenda item 6 – NELAP AC status of approval for implementation

Ken reported the NELAP Accreditation Council (AC) had rejected Modules 1 (Proficiency Testing) and 4 (Chemistry) of the 2016 standard. Since the standard had passed through the TNI consensus standards development process, and had subsequently been approved and adopted by TNI, substantive changes could no longer be made. Serious concerns had been expressed over the low turnout of accreditation bodies throughout the voting process, and that none of the new AC concerns had been raised by anyone who voted. The only recourse for the Expert Committees would be to make editorial changes that would provide clarification without changing the sense of the standard. Both committees were attempting to do this and would report back to the Laboratory Accreditation Executive Committee (LASEC).

Agenda item 7 – Expert Committee reports and status of changes for the 2016 standard

Field Activities – Ilona said the committee had not met recently, but there had been quite a lot of e-mail activity. The committee was looking at the current standard to identify items that needed to be dealt with. When the revised ISO 17025 is available, the committee will revise the standard to incorporate the new ISO standard and also to address the items needing fixing.

Laboratory Proficiency Testing – Ken said the committee was working on editorial changes they hoped would address the concerns of the AC, so the standard could be adopted by NELAP.

Quality Systems – Paul reported progress being made on the Small Laboratory Handbook.

Laboratory Accreditation Body – Carl anticipated a lot of future work for the committee, after the revised ISO 17011, which will be balloted in January or February 2017, has been finalized.

Stationary Source Audit Sample - Tom addressed a problem being faced by the audit sample providers. Approximately 75-80% of audit samples are being requested at the low end of the concentration ranges in the tables, and there were even a lot of requests for samples at concentrations below the low end. This was presenting a tremendous burden on the providers, and the committee was working on adjusting the concentration ranges. It was being investigated if the frequency of sending out audit samples could be adjusted.

Chemistry – Referring to item #6 above, Richard said the committee might be able to address 3 of the 4 AC concerns with Module 4 of the 2016 standard. However, the remaining issue could not be dealt with editorially. It concerned on-going validation of the Limit of Quantitation, for which the AC wanted quantitative criteria to be added. The committee was preparing a response to explain the rationale why this was not done in the standard.

Microbiology – Ilona reported the committee expected to have its section of the Small laboratory handbook completed in November.

Whole Effluent Toxicity – The committee had completed follow-up discussions from its webinar in orange County, and decided a training webinar might be appropriate. There was no report. Bob Wyeth asked about the ELAB request on PT samples for WET, and Rami said a committee member had provided recommendations.

Radiochemistry – The committee continued to work on the assessment checklist. The work on the Small laboratory handbook was almost complete. Joint training for laboratories and assessors was being considered.

Agenda Item 8 - SOP 2-103 – continue review and development.

In Section 5.1, it was suggested removing the inclusion of “ISO” in the title, since TNI no longer also provides a version without the ISO language.

Section 6.1.3 should also refer to acronyms.

In 6.2.1.1 it should be made clear that the standard has “plug-in” modules; i.e., it needs to be designed to allow a module to be removed and replaced without significantly affecting other modules in that volume.

Section 6.2.2.4 states that “hanging paragraphs should be avoided” and this generated discussion since the existing standards are replete with hanging paragraphs. It was agreed they should be continued where it would add clarity and make a section more readable. However, hanging paragraphs are to be avoided where the content of the specific paragraph may need to be cited.

Agenda Item 9 - New Business

- a. Glossary of terms; Work Group activity

There was no further progress to report.

- b. Asbestos Expert Committee formation

An additional member was still being sought.

Adjournment

The meeting was adjourned at 2:30 pm EDT.

Consensus Standard Development Executive Committee
Conference Call
October 13, 2016; 1:00 PM EDT
1-605-475-6333; code 822174#

AGENDA

1. Roll Call
2. Approval of September 8, 2016 CSDExC conference call minutes
3. Chair and Committee Member Training reminder and update
4. Committee Charters – completed but please advise of any changes in membership/roles
5. Standards Activity Spreadsheet –Update
6. NELAP AC status of approval for implementation
7. Expert Committee Reports and Status of changes for 2016 TNI standard
 - a. Field Activities
 - b. Proficiency Testing
 - c. Quality Systems
 - d. Accreditation Body
 - e. Stationary Source Audit Sample
 - f. Chemistry
 - g. Microbiology
 - h. Whole Effluent Toxicity
 - i. Radiochemistry
8. SOP 2-103 – Continue review
9. New Business
 - a. Glossary of terms; Work Group activity
 - b. Asbestos Expert Committee formation
10. Old Business