

**SUMMARY OF THE
TNI CONSENSUS STANDARDS DEVELOPMENT
EXECUTIVE COMMITTEE MEETING
NOVEMBER 14, 2019**

The Executive Committee held a conference call on Thursday, November 14, 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	Present
Kevin Holbrooks, At-Large Member	Absent
Valerie Slaven, Chemistry	Absent
Robin Cook, At Large Member	Absent
Tom Widera, 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	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 October 10, 2019 minutes

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

Agenda item 3 - Standard Development Task Force

The group met October 29, 2019. The Task Force has worked thru and discussed materials up to Section 5. At this point rather than a line-by-line review the group will develop the process for standard development and then work to put the work flow into text for the SOP. The next meeting of the Task Force is scheduled for November 29, 2019. 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. 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new training will follow the revision of SOP 2-100, training for now and the near future should utilize the admittedly outdated materials in the attached link.

Agenda Item 5 – Internal Audit Checklist Update

The internal Audit checklists have been approved and are ready for use through the TNI Internal Audit Database. Program administrators with the assistance and input of committee chairs will complete these audits. The target date for completion of said audits is January 3, 2020 which will allow time for report preparation and presentation development prior to the Newport Beach meeting in February. Chairs are not required to seek committee approval but are encouraged to share the audit report with their committees. The following copy of the internal audit SOP is provided for chair's information.



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nal audits database in

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

The Glossary of Terms previously developed by the CDSEC is in need of an update and potentially a totally new direction. The original version was designed to be a tool to be used in document development by TNI to insure consistent use of terminology used by the various authors of said documents. As there are currently differing definitions of various terms throughout the Standard and by necessity will continue to exhibit this issue, action by the CSDEC is required. The problem is exacerbated by the fact that whatever definition is in the standard, that definition is what ABs must use and follow in the accreditation process. Potential means of resolving this issue were discussed. Options include inclusion of a revised glossary in the standard, establish the glossary as a volume within the standard or prepare implementation guidance. The latter suggestion after discussion was deemed a less likely option for resolution of the issue while inclusion of a revised glossary as a separate volume in the standard was preferred by committee chairs.

A work group was attempted to be formed with current volunteers being Bob, Paul and Jessica. Paul will solicit additional work group members by e-mail. All committee chairs whether on the work group or not will need to be involved.

The work group will need to look at the current glossary versus all volumes and modules of the standard and versus ISO definitions as we continue to establish consistency of our standard with applicable ISO standards. Carl mentioned the possible availability of an ISO public platform of common definitions that maybe available for our use. Notwithstanding, Lynn mentioned the general provision of not being able to utilize ISO language directly or to paraphrase said language. Hopefully the ISO public platform may relieve this restriction for some or all of the definitions at issue.

Agenda Item 8 -- Committee Reports

Proficiency Testing – The committee is reviewing issues to be addressed in modifications to their module but is awaiting implementation of the new standard scheduled for January 2020. It is hoped that the

Newport Beach meeting will potentially farad out additional concerns to stakeholders that could influence the committee's direction. No meeting currently is planned for December, 2019. The committee is seeking additional membership as well as a new chairperson as Nicole is rotating out of this position.

Field Activities – Committee continues to work on modifications to their standard. The draft VDS is imminent but no schedule could be provided. The future status of this committee's activities have been discussed but at this time the committee will continue forward with their efforts.

Quality Systems – As reported last month the committee continues developing plans for future changes to the standard including requirements of ISO 17025.

The inputs to the Technical Manager definition for various disciplines have been received, reviewed and forwarded to the AC for comment before the committee moves forward. While no formal comments have yet to be received, preliminary discussions suggest that secondary accreditation issues may remain problematic. Hopefully the committee will receive comments in sufficient time for discussion at the Newport Beach meeting. An SIR was received from a lab in OR regarding the definition of "quarterly". The glossary does not address this term. Like "annual" this term can be interpreted in a number of ways and is subsequently under review for clarification. Reportedly the State of NJ is proposing a rule change to require quarterly as "every 3 months"

Laboratory Accreditation Body – Committee has welcomed new members and continues to discuss and resolve comments received on the draft VDS of the combined modules. The process is requiring more time than originally anticipated and presentation at Newport Beach is unlikely.

Stationary Source Audit Sample – Committee continues to work 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 BoD in response to a letter from the committee is supporting the request to continue activities of the committee. The committee will also response to EPA notice to suspend the program.

Committee is seeking additional members. A number of members are rotating off the committee but may agree to a second term. Tom's role as chair also expires this year so a new chair will be required if he is not receptive to a second term.

Chemistry - 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 IDOC and CDOC questions/issues.

Microbiology – Committee continues work on implementation guidance on SIR 301. Committee is also preparing an NOI for sections of the standard for potential modification to their module. The chair has membership concerns and is seeking new members as a number of individuals are rotating off the committee and some have been removed for lack of participation.

Whole Effluent Toxicity – Rami on behalf of his committee offered thanks to Ilona and Lynn for their assistance in facilitating committee member's participation in the SETAC conference in Toronto, Canada. Committee continues to discuss DOC for WET.

Radiochemistry – Continued discussion of training to be presented in February meeting of TNI in Newport Beach. Currently the training will focus on Ra-226 by imenation, Total Ur by fluorometry, KPA and/or ICPMS, and various data validation techniques.

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.

Membership maybe an issue as committee is now 3 years old and members could rotate off. It is believed that most will agree to a second term of variable length to prevent this situation from reoccurring.

Accreditation Council – Cathy reported that issues she had on behalf of the AC were covered in other discussions and had nothing more to add,

Agenda Item 9 – New/Old Business

Strategic Planning Meeting - Paul summarized the meeting held recently and noted a newsletter article authored by Alfredo will appear in the next edition. The BoD anticipates the plan will be completed at or immediately after their December meeting. The plan will also be discussed at the Newport Beach meeting.

Report on ANSI Audit – Bob reported that the last response to questions from the ANSI auditor had been submitted. A draft Audit Report from ANSI is anticipated to be received shortly. The CSDEC members will continue to be kept abreast of relevant matters concerning the audit findings.

Pool of Potential Committee Applicants – Many of the committee chairs expressed membership concerns. Ilona responded that a spreadsheet of applicants would be distributed to the chairs for their use in recruiting new members.

Adjournment

It was moved by Jessica and seconded by Myron to adjourn at 2:35 PM EDT. All were in favor.

The next meeting of the CSDEC is scheduled for December 12, 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;
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	On-going (input to newsletter complete)
11/14/2019	13	Ensure completion of Internal Audits of expert committee by 1/3/2020	Program Administrator/Chairs	1/3/2019

ATTACHMENT 1

Consensus Standard Development Executive Committee
Conference Call

November 14, 2019; 1:00 PM ET

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

1. Roll Call
2. Review and approval of October 10, 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 – Task Force? Workgroup? Where does it go?
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
 - a. Strategic Planning Meeting Report
 - b. Report on ANSI audit status
 - c. Pool of potential committee applicants