

**SUMMARY OF THE  
TNI CONSENSUS STANDARDS DEVELOPMENT  
EXECUTIVE COMMITTEE MEETING  
DECEMBER 12, 2019**

The Executive Committee held a conference call on Thursday, December 12, 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	Present
Rami Naddy, WET	Absent
Kasey Raley, Microbiology	Present
Scott Haas, FAC	Absent
Terry Romanko, Radiochemistry	Absent
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. Sheri Heldstab as the incoming chair of the SSAS Committee was a guest on today's call.

**Agenda item 2 - Review and approval of November 14, 2019 minutes**

The meeting minutes were reviewed. A motion to accept was made by Kasey and seconded by Kevin. The motion passed unanimously. 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 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.

Paul asked Bob to review status of ANSI audit. We have received the ANSI audit report. Essentially the audit found we didn't follow or could not document our requirements in the SOP. Corrective actions include improved record keeping, improved training, compliance with our SOP and ANSI Essential Requirements, and development of a SOP for Application and Committee Membership management.

The anticipated outcome 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 Standards 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 – Internal Audit Checklist Update**

All committees seem to be on schedule for completion by the requested deadline.

**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**

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 8 -- Committee Reports**

Proficiency Testing – Not meeting in December. January meeting will focus on new membership and Newport meeting. Continuing to seek a new chair to replace Nicole who is rotating out of the chair position.

Field Activities – Committee continuing to review the standard. Plans include modifications including ISO 2017. Committee working in PowerDMS to process the changes in the standard and provided a tutorial for review by others.

Quality Systems – Committee received inquiry from LAB regarding section 7.1.1.1.3 of their module. Jessica will prepare a response to LAB within the next week or so. Committee has also prepared input to Jerry for correspondence with State of CA regarding their proposed regulations. Technical manager training also informally discussed with the AC. General support for this training is apparent. Committee is also initiating inclusion of ISO 2017 language into their module.

Laboratory Accreditation Body – Committee continuing to work through comments on the NOI and draft proposed changes to their module. Committee has responded to SIR 362. LASEC SIR subcommittee found the response unsatisfactory and will return their response for further consideration.

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. They have completed one SOP, working on others. Finalized SSAS comments to Jerry for EPA comments to suspension of the program. Tom is rotating off his chair as of this call. Sheri Heldstab of Chester LabNet is the new SASS chair and attended

today's call. Tom's was thanks for his services to SSAS and the CSDEC; Sheri was welcomed as the new Chair.

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. Internal audit report under review by the Chair. A few SIR and a new SIR are also being worked on by the committee.

Microbiology – Committee finalized NOI. Completed draft of implementation guidance document reference SIR 301 regarding frequency of blanks for membrane filtration.

Whole Effluent Toxicity- Completed calls with PA and NJ reference DOC, RAMI is scheduled to speak to whole AC to coordinate the proposed DOC preliminarily discussed with some members. Planning a wet assessor training course; to be discussed during January meeting.

Radiochemistry – Committee continuing work on training scheduled for Newport Beach (this is the 5<sup>th</sup> 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.

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 as Myron's term is expiring.

Accreditation Council – AC is addressing method code issues and how the legal traceability of said codes is applicable to the states.

#### **Agenda Item 9 – New/Old Business**

No new or old business was brought up for consideration.

#### **Adjournment**

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

The next meeting of the CSDEC is scheduled for January 9, 2020 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

December 12, 2019; 1:00 PM ET

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

1. Roll Call
2. Review and approval of November 14, 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 – Volunteers?
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