

Microbiology Expert Committee (MEC) Charter

May 13, 2021

Mission:

To maintain the Microbiology Standard (TNI Volume1, Module 5) based on input from stakeholder groups and the public; to provide technical assistance, support and training on issues related to microbiology and the TNI standard; and, to develop tools to facilitate the implementation of TNI Microbiology Standard.

Composition of the Committee:

- Composed of balanced membership of no more than 15 members.
- Members from each stakeholder group: Accrediting Bodies, Laboratories, Other.
- Members serve 3 - year terms and are eligible to serve two consecutive terms.
- Members may be affiliated with the same organization subject to the terms of SOP 2-101 sec 2.3.3.
- Associate members are not limited in number and are not required to demonstrate balance in their numbers. Associate members are welcome to actively participate in all open committee meetings.

Objectives:

1. Improve the quality and consistency of environmental data by establishing standards for activities related to microbiological testing by:
 - a. Review and revise the Microbiology Standard based on input from the stakeholder groups and public;
 - b. Review and revise the Microbiology Standard consistent with relevant national and international standards and guidelines where appropriate; and
 - c. Ensure consistency and uniformity between the TNI volumes and modules through interaction with other boards, committees and interested parties as needed.

Success Measure:

- The TNI Consensus Standard Development Program Executive Committee endorses any standards developed by the Committee under TNI SOPs.
2. Provide technical assistance, technical support, guidance and training related to Microbiological topics such as:
 - a. Tools to facilitate assessment (e.g., assessment checklists)
 - b. Guidelines and technical notes (e.g., Standards Interpretation Requests (SIRs))
 - c. Guidance to clarify key concepts (e.g., glossary, white papers, etc.)
 - d. Training for labs on implementation of Module 5.
 - e. Assessor training
 - f. Participation in the development of TNI QAM template and Small Lab Handbook as needed
 - g. Review and edit technical requirements and related interpretation requests related to Microbiology in other modules (e.g., Technical Manager requirements)

Success Measures:

- Prompt response to Standard Interpretation Responses (SIRs). Responses issued as soon as possible but not later than the second meeting after the request and subsequently accepted by the LASEC.

- Technical support, tools guidance, and training are developed and provided to support the implementation of the standard.
3. Evaluate the need for new and/or modified standards based on national and international developments in Microbiological testing

Success Measure:

- New developments are evaluated to determine if they should be addressed in the Microbiology Standard, and if so is the standard flexible enough to allow for new technology, methods, procedures, or is a revision required.
4. Prepare and deliver an Annual Report for the previous year and Work Plan for the coming year for the annual meeting or when requested by the Executive Director.

Success Measure:

- Activities and progress provided within the Annual Report and Work Plan design and any subsequent revisions are approved by the TNI Board.

Available Resources:

- Volunteer committee members
- TNI Infrastructure
- Environmental technical community and industry experts
- Other TNI expert committees and support
- Teleconference and web-based services
- TNI Website and TNI support services (administrative, technical editing, etc.);

Anticipated Meeting Schedule:

- Monthly virtual meetings open to all Full and Associate Members (default time on TNI Website)
- Additional meetings as needed
- In-person meetings during semiannual TNI Forums (Winter and Summer) open to all forum registrants

Approved by the CSDP EC – May 13, 2021