

**SUMMARY OF THE
TNI CONSENSUS STANDARDS DEVELOPMENT
EXECUTIVE COMMITTEE MEETING
AUGUST 13, 2020**

The Executive Committee held a conference call on Thursday, August 13, 2020 at 1:00 PM EST. Chair Paul Junio led the meeting. The conference call was recorded for the sole purpose of preparation of meeting minutes. The recording was deleted immediately upon completion of the meeting minutes. The Agenda for the meeting is presented as Attachment 1. No additions were made to the agenda and it was accepted as presented. The only change was to prioritize the WET committee report as Rami's time was limited.

Agenda item 1 – Roll call

Attendance:

Carl Kircher, LAB	Absent
Kevin Holbrooks, At-Large Member	Present
Valerie Slaven, Chemistry	Present
Robin Cook, At Large Member	Absent
Sheri Heldstab, Stationary Source Audit Sample	Present
Paul Junio, Chair, At Large Member	Present
Kirstin Daigle, Proficiency Testing	Present
Jessica Jensen, Quality Systems	Present
Rami Naddy, WET	Present
Kasey Raley, Microbiology	Present
Scott Haas, FAC	Absent
Terry Romanko, Radiochemistry	Present
Cathy Westerman, VA DCLS, Ex-Officio	Present
Michelle McGowan, Asbestos	Present
Ilona Taunton, TNI Staff	Absent
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 July 9, 2020 minutes

The meeting minutes were reviewed. After one editorial correction, a motion to accept was made by Jessica and seconded by Kasey. The motion passed unanimously. Minutes will be forwarded to William for posting.

Agenda item 3- Reminders - Committee Member Spreadsheet/Chair & Committee Member Training (<http://nelac-institute.org/eds/download/ChairTraining.php>)

With the completion of SOP 2-100 and Sop 2-100 efforts to revise the training has begun. A draft of the revised training has been prepared. Paul and Bob will work to prepare a working draft for review by CSDEC and all affected parties. A target of use by January of 2021 was established.

Agenda Item 4- Committee Rosters / Rotations / Addition

Chairs were advised to review their rosters for who will be rotating off the committee at the end of the year. Paul volunteered to send each committee chair a copy of their rosters illustrating term expirations. Openings will be subsequently posted in an upcoming TNI newsletter for membership to fill vacant positions. SOP 2-101 addresses the rules for membership. Currently Asbestos and WET Committees do not have staggered membership rosters and will need some attention.

Agenda item 5- Internal Audit Update

No update from the Policy Committee. Ilona anticipated a report to CSDEC next month. Internal audit checklists need to be updated by September 1, 2020 utilizing the requirements in revised, new and existing SOPs and policies. Lynn and Paul are working on accomplishing this task of revising these audit checklists making certain to cite the appropriate revision of the SOP.

Agenda item 6- ANSI Audit Status

TNI has responded consistent with ANSI requirements but continues to receive comments and requests for changes. We are still dealing with the Director of Audit Programs and our response has not yet been presented the ANSI Executive Standards Council for consideration of reaccreditation. One, hopefully final suggestions of adding “abstain” to voting options has been requested and has been agreed to be made. This was considered a minor change not requiring CSDEC approval but will require Policy Committee review and approval.

Agenda item 7- Standards Activity

Bob is still working on the status summaries for each standard/module. Other than the Asbestos committees upcoming posting of their DS and summary document there are no updates to the status of Standards Activity.

Agenda item 8- Glossary Update

The Glossary work group has begun consideration of entries to the document. A few versions of the glossary have been distributed. The version which displays all terms in the By-Laws, the Standard, Policy documents and SOPs will be the primary working document. As much agreement as possible is the goal. One overriding guidance is that whatever is currently in the standard must be maintained to ensure AB acceptance. If changes are needed to resolve duplicity within these documents, committees will need to make the changes in the next revision of the Standard. The final concern is to ensure that ISO terms actually used are properly addressed.

Agenda Item 9 – Committee Reports

Proficiency Testing – The PTEC is continuing to develop plans for issues to be addressed in possible revisions to their module including changes in ISO standards particularly as ISO Guide 17034 (on PTs) is being revised. Committee reviewed non-valid SIRs provided by Lynn to make certain there were no future issues to address and decided, at this point, they offer no additional concerns. Discussed WET PT issues; PTPEC, PTEC and WET will meet to find a means to assist the WET Committee. Committee also discussed membership with hopes of expanding the committee to include full 15 voting member participation. Bob will reach out to Associate members to see if any wish to become full members while maintaining balance.

Field Activities – No report from FAC. Kevin reported the committee is continuing to work on modification to their standard. They are developing the Change Summary Form per the latest revision of SOP 2-100 and plans are being made for an August webinar presentation.

Quality Systems – Committee has finalized their summary and changes to the standard module and anticipates a webinar on September 14, 2020 to present said changes. Per the recent BoD meeting, it was determined that the DoD QSM was being delayed due to difficulties in effectively meeting and hence the QS Committee may have more time to enhance opportunities for the DoD to utilize the TNI standard. Jessica rotates off the committee this year but would like to see a “covid” exemption for this year.

Laboratory Accreditation Body – LAB is continuing to develop their modification to their standard and reviewing comments to their latest draft. Need to still address assessor competence and recommendations from the Field Activities Task Force which also impact QS and will need their attention as well. Thinking that DS by the end of the year and if reasonable comments are received a new standard may be available by summer 2021.

Stationary Source Audit Sample – The committee is focusing on completion of SOP 6-100, a new SOP addressing pilot studies for new methods/analytes which is currently scheduled to undergo review by the Policy committee. SOP regarding management of SSAS table is also underway. Sheri continues to provide public information as to SSAS activities and made a presentation at NEMC. Carl Kircher volunteered as associate on SSAS committee and has been participating. Committee is seeking additional membership. Other membership changes have occurred as have receipt of applications. New potential members include Brian Miller from ERA as a PTP

and Patrick Selig from ANAB. Tom Wideria (previously ERA) has joined Pace and now represents a lab. The possibility of establishing an FoPT for air and emissions was discussed during the SSAS presentation at NEMC and is being considered.

Chemistry – Committee is continuing to work on potential changes to Module 4. Initial focus is on Initial and Continuing DOC for laboratories and analyst. Addressed minor changes proposed from LASEC on SIRs previously returned. The committee agreed the proposed language which was similar to what the committee had previously suggested was acceptable. The decision was communicated to LASEC.

Microbiology – Committee is finalizing their summary table of changes to their standard and plans on a webinar to make said changes public. Webinar on the proposed changes is being scheduled for mid-September.

Whole Effluent Toxicity – Continuing to work on aging issues (training, analyst DOC, data interpretation, PT issues). Analyst DOC for some ABs requires each analyst as opposed to the analysis team to complete the test which is not practical or efficient besides being cost prohibitive. CSDEC supports the team approach. Some ABs objective to this approach. Sheri suggested breaking test into multiple DOCs. Question was asked if ABs understand WET testing? Answer was some do and some don't; Cathy confirmed this but the problem may also be an issue of compliance with State rules and regulations. Still an education process that the committee will continue to pursue. Options being reviewed as labs have been doing acceptable work for years with various states having various requirements but acceptable criteria for all ABs to agree is the problem. PTs also remain an issue for the WET committee. A meeting to address this issue has been proposed between PTPEC, PTEC and WET.

Radiochemistry – Nothing to report as a quorum was not attained in July. Their next meeting is August 26, 2020.

Asbestos – The Asbestos DS successfully balloted and committee is preparing the required summary document which ultimately will be posted on the TNI website and advertised to both TNI and non-TNI members for comment.

Accreditation Council – Nothing to report relative to CSDEC

Agenda Item 9 - New/Old Business

No new and/or old business was reported.

Adjournment

It was moved by Terry and seconded by Jessica to adjourn at 2:25 PM EDT. All were in favor.
The next meeting of the CSDEC is scheduled for September 10, 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	Complete
2/19/2019	2	Vice Chair of CSDEC	Paul	Complete
2/19/2019	3	Reconstitute SRC	Paul	Complete
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	Complete
2/19/2019	6	Insure Radiochemistry Standard submitted to ANSI	Bob	Complete
2/19/2019	7	Post outline from LAB for comment	Bob	Complete
2/19/2019	8	Task Force for modification of SOP on Standard Development	Paul	Complete
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	complete
11/14/2019	13	Ensure completion of Internal Audits of expert committee by 1/3/2020	Program Administrator/Chairs	Complete
4/9/2020	14	Complete Corrective Action response to internal audit findings	Program Administrator/Chairs	Complete; CEC in draft form

ATTACHMENT 1

Consensus Standard Development Executive Committee Conference Call

August 13, 2020; 1:00 PM ET

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

1. Roll Call
2. Review and approval of July 9, 2020 meeting minutes (attached)
3. Reminders - Committee Member Spreadsheet/Chair & Committee Member Training
(<http://nelac-institute.org/eds/download/ChairTraining.php>)
4. Committee Rosters / Rotations / Additions
5. Internal Audit Update
6. ANSI Audit Status
7. Standards Activity
8. Glossary Update
9. 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
10. New/Old Business