

# Laboratory Quality Systems Expert Committee Charter

May 13, 2021

## Mission

To maintain environmental laboratory quality management systems standards (TNI Volume 1, Module 2) based on stakeholder input, to provide technical assistance on issues related to adopted standards, and to develop tools that facilitate the implementation of the standard.

## Composition of the Committee

- The Committee is composed of balanced membership of no more than 15 members from among the following TNI stakeholder groups: Accrediting Bodies, Laboratories, and Others;
- Associate members are not limited in number and are not required to demonstrate balance in their numbers;
- Members serve three year terms and are eligible to serve two consecutive three year terms

## Objectives:

1. Review and revise standards based on input from all stakeholder groups

### Success Measure:

- Timely development of standards based on a 5 year review per ANSI requirements that incorporate improvements, such as:
  - increasing the clarity of the intent of the Standard
  - incorporating advances in technology

2. Ensure that the Standard will produce data of known and documented quality

### Success Measure:

- Adoption of the Standard by relevant stakeholder groups

3. Provide technical assistance such as responding to Standard Interpretation Requests (SIRs)

### Success Measure:

- Appropriate resolution of SIRs.

4. Provide technical assistance in developing tools to facilitate the implementation of the standard

### Success Measure:

- Provide requested checklists, training materials, and updates to the Small Lab Handbook

5. Ensure continuity with TNI Volume 1 Modules 3 through 7

### Success Measure:

- Reviews performed by the CSDEC find no conflicts between Modules when such review is made

6. 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
- Participating stakeholders and their organizations
- Existing national and international consensus-based standards
- TNI Infrastructure
- Environmental technical community
- TNI Website and TNI support services (administrative, technical editing, etc.)
- Teleconference and web-based services
- Limited Travel Funding

**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

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Approved by the CSDP EC – May 13, 2021