

**SUMMARY OF THE  
TNI CONSENSUS STANDARDS DEVELOPMENT PROGRAM  
EXECUTIVE COMMITTEE MEETING  
OCTOBER 13, 2022**

The Executive Committee held a conference call on Thursday, October 13, 2022, 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 will be deleted immediately upon completion of the meeting minutes.

**Agenda item 1 – Approval of Agenda**

The agenda was presented previously by Paul. No changes were proposed.

**Agenda item 2 - Roll call**

|                                      |         |
|--------------------------------------|---------|
| Aaren Alger, LAB                     | Absent  |
| Kevin Holbrooks, At-Large Member     | Present |
| Michelle Wade, Chemistry             | Absent  |
| Robin Cook, At-Large Member          | Present |
| Paul Junio, Chair, At-Large Member   | Present |
| Kirstin Daigle, Proficiency Testing  | Absent  |
| Debbie Bond, Quality Systems         | Present |
| Rami Naddy, WET                      | Absent  |
| Cody Danielson, Microbiology         | Present |
| Scott Haas, FAC                      | Absent  |
| Terry Romanko, Radiochemistry        | Present |
| Cathy Westerman, VA DCLS, Ex-Officio | Present |
| Michelle McGowan, Asbestos           | Absent  |
| 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 3 - Review and Approval of September Minutes**

A draft of the September 8, 2022 minutes was previously provided. A motion to approve the minutes was made by Terry and a seconded by Kevin. The Minutes were approved unanimously.



CSDEC Minutes  
220908\_final.2.docx

Paul sought a motion and a second for the August minutes and a vote by committee members. Cody moved to approve which was seconded by Robin. Ten aye ballots were received, and the minutes were approved.



CSDEC Minutes  
220811\_Final.docx

#### **Agenda Item 4 – Internal Audit Update**

Paul advised those attending that the Policy Committee will advise CSDP EC on availability of Audit Checklists and a schedule for completion.

#### **Agenda Item 5 – Committee Use of Standards- Policy 2-101**

Paul advised that this Policy has not been approved and needs to be addressed by the CSDP EC and then forwarded to the Policy Committee for final approval. Paul will distribute for consideration during the November meeting.

#### **Agenda Item 6 – Expert Committee Operations – SOP 2-101**

Paul will communicate with CSDP EC members for any comments and/or suggestions on the draft of SOP 2-101 which will be distributed after today's meeting. Discussion of and potential approval of the SOP will be a topic of the November committee meeting

#### **Agenda Item 7 - Committee Reports**

Proficiency Testing – The committee is continuing, through its work groups, to review and provide revised language to the DS for all four volumes/modules currently proposed for modification. The work of the work groups will be brought back to the full committee for approval. EL V4 is nearly completion and when the process is final may provide the first volume for ANSI consideration which was fully developed under SOP 2-100, Rev. 3.4. The committee continues to seek a 15<sup>th</sup> member for the committee from either the AB or Other interest categories.

Field Activities – E-mail report from committee chair as follows; “FAC met on Monday, and we had a good meeting with excellent follow up feedback. We are anticipating having both standards ready for public review/draft status at the winter meeting in San Antonio.”

Quality Management Systems – The committee reviewed the comments received from their Crystal City public meeting. They are also focusing upon completion of the Technical Specialist section of EL V1M2. Input is still needed for some expert committees. They also examined old SIRs for other potential changes to M2 and have discovered one additional topic concerning Internal laboratory auditing that requires attention.

Laboratory Accreditation Body – No new significant updates to report. All comments on the DS have now been reviewed and decisions as to their classification as persuasive, non-persuasive or editorial have been made. Committee is now working on the revision required to the DS. Issues regarding internal audits and remote assessments remain open pending results of other work groups. A revised DS is anticipated by early 2023.

Chemistry – The committee continues through its four established work groups to address the necessary changes to EL V1M4. While every section of the module is scheduled for review, focus remains on DOC, calibration and MDL/MQL. The proposed changes will be returned to the full committee for consideration and DS preparation.

Microbiology – The committee prepared a response to the QMS committee regarding the definition of Technical Specialist. SIR 425 was returned by the LASEC, the committee revised their response and resubmitted it to LASEC. The committee has completed their review of comments on their DS. Plans

include revising language on problematic sections of the DS. The committee is seeking one additional member.

Whole Effluent Toxicity – The committee has drafted a proposed resolution to the DOC issues which have plagued the committee in the past. The document remains under review by the committee. With the recent retirement of David Caldwell, the committee is out of balance and needs to resolve this issue before any further official committee business can be conducted.

Radiochemistry – The committee prepared and submitted a response to the LASEC for SIR 441. The committee also elected Amanda Fehr of GEL Laboratories.

Asbestos – The committee failed to attain a quorum at their last meeting. The second revision of the DS remains to be approved by the committee. The next meeting on 10.19.2022 will address this item. Once approved the newly approved DS will be posted for public comment and move further to final status as per SOP 2-100, rev. 3.4. The committee will also address the proposed changes to the Technical Specialist definition as proposed by the QMS committee during their October meeting.

Accreditation Council – The AC met recently and discussed the topic of Quality Specialist credentialing which they generally support but do not require. They also discussed remote assessment as several ABs prohibit their routine use; the future is uncertain. Also considered the issue of SIR implementation. AC did not feel this was an issue of concern but will continue to investigate. Finally, the AC examined the issue of the need for temporary laboratory approvals during emergency situations and will work to provide a form of resolution to this problem.

#### **Agenda Item 8 - New/Old Business**

##### **Activity & Tracking Spreadsheet**

All committees are active in modifications to Volumes and Modules, but no new milestones have been completed to date.

##### **Expert Committee Member Training**

Committee chairs are reminded to ensure all new committee members complete the required training.

##### **Committee Member Business**

None to report

#### **Adjournment**

The CSDP EC meeting adjourned at 1:55 PMET. The next meeting of the CSDP EC is scheduled for Thursday, November 10,2022, 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 CSDE C  | Paul                         | Complete                     |
| 2/19/2019  | 3        | Reconstitute SRC  | Paul                         | Complete                     |
| 2/19/2019  | 4        | Develop new Committee and Committee chair training  | Bob and Paul                 | Complete                     |
| 2/19/2019  | 5        | Communicate with each expert Committee chair to update Standards Tracking form            | Bob                          | Complete                     |
| 2/19/2019  | 6        | Ensure 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   | Ilna                         | 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                     |
| 2/11/2021  |          | Establish and maintain revised Standard Activity Spreadsheet                              | Program Administrators       | On-going                     |
| 3/8/2021   | 15       | Develop revised 2021 Charter  | Committee                    | Complete                     |
| 3/8/2021   | 16       | Complete/document Committee Training  | Committee Chairs             | Complete                     |
| 7/14/2022  | 17       | Modify SOP 2-101 to reflect Voting requirements   | Bob/Paul                     | On-going                     |

## ATTACHMENT 1

### Consensus Standard Development Program Executive Committee Conference Call

October 13, 2022; 1:00 PM ET

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

1. Approval of Agenda
2. Roll Call
3. Review and approval of September 8, 2022 meeting minutes (attached)  
no meeting was held due to a lack of a quorum
4. Internal Audit Update
5. Policy 2-101 – Committee Use of TNI Standards [reminder]
6. Expert Committee Operations – SOP 2-101
7. Committee Reports
  - a. Accreditation Council
  - b. Proficiency Testing
  - c. Field Activities
  - d. Quality Management Systems
  - e. Laboratory Accreditation Body
  - f. Chemistry
  - g. Microbiology
  - h. Whole Effluent Toxicity
  - i. Radiochemistry
  - j. Asbestos
8. New/Old Business
  - a. Standards Activity & Tracking Spreadsheet
  - b. Expert Committee Member Training
  - c. Committee Member Business?