

**SUMMARY OF THE
TNI CONSENSUS STANDARDS DEVELOPMENT PROGRAM
EXECUTIVE COMMITTEE MEETING
MARCH 14, 2024**

The Executive Committee held a conference call on Thursday March 14, 2024, at 11:00 AM EST. Chair Paul Junio led the meeting. The committee met utilizing Microsoft Teams. The call was recorded for the purposes of preparation of meeting minutes.

Agenda item 1 – Approval of Agenda

The agenda was presented previously by Paul and is provided as Attachment 1. The agenda was approved by unanimous consent.

Agenda item 2 - Roll call

Name	Email	Organization	Present
Aaron Alger	aaron@alger-consulting.com	Alger Consulting and Training, LLC	N
Debbie Bond	dbond@southernco.com	Alabama Power Company	Y
Robin Cook	cookr@codb.us	City of Daytona Beach	N
Kirstin Daigle	Kirstin.Daigle@pacelabs.com	Pace Analytical Services	Y
Cody Danielson	Cody.Danielson@deq.ok.gov	Oklahoma DEQ	Y
Katie Strothman	katie@sanderslabs.net	Sanders Laboratories.	N
Kevin Holbrooks	holbke@jea.com	JEA	N
Paul Junio	paul.junio@pacelabs.com	Pace Analytical Services	Y
Michelle McGowan	mmcgowan@emsl.com	EMSL Analytical Inc.	N
Teresa Norberg King	norbe010@d.umn.edu	Aquatic Ecotox Solutions	Y
Amanda Fehr	amanda.fehr@gel.com	GEL Laboratories	Y
Michelle Wade	michelle.wade@pacelabs.com	Pace Analytical Services	N
Cathy Westerman	cathy.westerman@dgs.virginia.gov	Virginia DCLS	Y
Ilona Taunton	ilona.taunton@nelac-institute.org	The NELAC Institute	N
Lynn Bradley	lynn.bradley@nelac-institute.org	The NELAC Institute	Y
Robert Wyeth	robert.wyeth@nelac-institute.org	The NELAC Institute	Y

A quorum was present, and the meeting proceeded.

Agenda item 3 - Review and Approval February Minutes

A draft of the February, 2024 minutes was previously provided for review. A motion was made by Cody to approve the minutes. The motion was seconded by Debbie. Teresa abstained from voting. The motion was unanimously approved by the remainder of the committee. A copy of the February minutes is attached below and will be forwarded to William for posting.



CSDEC Minutes
240208_final.docx

Agenda item 4 - SOP 2-100 – Policy approved with minor revisions

Paul presented the SOP with the Policy Committee recommended changes. Bob had commented earlier on some changes which were reviewed with the committee members present. Following a discussion, a motion by Debbie and a second by Cathy was made to approve the revised SOP 2-100, Rev. 4.3 as presented below.

As this document deals with Standards Development, it requires a Super Majority Vote, which includes a role call vote and a 2/3 majority for passage; those members not present will be asked to provide their ballot by e-mail.

CSDP Member	Vote (aye, nay, abstain)	Date of vote
Aaron Alger	Abstain	None
Debbie Bond	Aye	3/14/2024 (meeting)
Robin Cook	Aye	3/19/2024 (email)
Kirstin Daigle	Aye	3/14/2024 (meeting)
Cody Danielson	Aye	3/14/2024 (meeting)
Katie Strotham	Aye	3/15/2024 (email)
Kevin Holbrooks	Aye	3/19/2024 (email)
Paul Junio	Aye	3/14/2024 (meeting)
Michelle McGowan	Abstain	None
Teresa Norberg King	Abstain	3/14/2024 (meeting)
Amanda Fehr	Aye	3/14/2024 (meeting)
Michelle Wade	Aye	3/18/2024 (email)
Cathy Westerman	Aye	3/14/2024 (meeting)

Where a response to the request to vote is not received, it is recorded as an abstention.

Agenda item 5 - SOP 2-101 – Language added to address affiliates/ethics in 7.2.6

While there was general consensus that changes were acceptable, approval was tabled until the Policy Committee concluded its revisions to language concerning affiliate membership. [EDIT – Under the recommendation of the Policy Committee, an application form similar to the one for TNI members will be created for prospective Affiliate members. This form will include the TNI Ethics Statement, which must be accepted in order to be considered for an Affiliate membership. This was approved by the Policy Committee following the CSDP EC Meeting on 3/15/24.]

Agenda item 6 - ELV3 and ELV4 – TNI Approved v. TNI Recognized

The PTEC has prepared DSs for EL V3 and EL V4. The PTPEC submitted comments to the PTEC for their consideration. Most comments were editorial, or corrections already noted by the

committee. One change was discussed at length as the committee felt there was both a lack of definition of the terms to assist in resolution as well as potentially having widespread impact on all volumes and modules of the standard. The proposed change was to use the term “Recognized” as opposed to “Approved.” The PTEC did not resolve the question and requested that the CSDP EC comment on the issue. Generally, it was held that in fact the 2 terms are different despite their common usage as equivalent. It was also discussed and generally agreed that the more appropriate term for use is recognized. The PTEC will consider this recommendation on a case-by-case basis in any revisions to EL V3 and EL V4.

Agenda item 7 - Technology Workgroup / Analytical Disciplines

The Technology Work Group, in addressing the issue of definition of Technical Specialist has presented a concept of “Analytical Discipline.” Paul presented the attached as an early draft of what was being viewed as analytical disciplines.



Analytical Disciplines
240308.docx

Members felt that this approach was “too deep in the grass” and was probably unworkable and could put more pressure on labs and ABs to resolve the overall issue. It was also noted that ABs currently work at a higher level of specificity (i.e., metals, organics, etc.).

Agenda Item 8 – Committee Reports

Accreditation Council – The AC has nothing significant to report. They have been working to follow up on past issues.

Proficiency Testing - The PTEC is working to conclude response to PTPEC comments on EL V3 and EL V4 and to re-posting of the DSs on the TNI website.

Field Activity - The committee is working to finalize their DS for V1 and V2. The posting of the V1 and V2 DS are anticipated for March and April, 2024, respectively.

Quality Management System – The QMS committee continues to develop their DS. The majority of their time, however, has been regarding the committees’ efforts to address 66 comments received relative to Technical Specialist.

Laboratory Accreditation Body – The committee chair has been re-established. The committee continues to review comments received and to modify the language of their DS regarding those comments that were determined to be persuasive.

Chemistry – The Committee has been working to resolve existing SIR and currently has no SIR requiring a response to the LASEC. The committee is currently in the process of overall review of the entire module including resolution of all the work group recommendations.

Microbiology –The committee has finalized their implementation guidance document for temperature distribution. The implementation guidance on temperature equilibrium should be finalized shortly. The R2C document for the committee’s DS has been posted and the committee is working on changes to their proposed DS.

Whole Effluent Toxicity –The new committee chair, Teresa Norbert King, was introduced to the CSDP EC. The committee continues to work on language for the DS for M7.

Radiochemistry – The committee is developing General Radiochemistry training targeting the Summer TNI meeting in California. The committee is also compiling questions regarding their Module for use in the credentialing efforts. The committee has completed a review of their internal audit.

Asbestos – The committee is continuing to develop their webinar presentation of the revised Asbestos Testing module. The committee will also be compiling questions regarding their Module for use in the credentialing efforts. Asbestos committee meetings are being moved to a quarterly frequency.

Agenda Item 9 - New/Old Business

No new and/or old business was reported.

The meeting adjourned at 12:25 PM ET. The next meeting of the CSDP EC is Thursday, April 11, 2024 at 11:00 AM 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	15	Establish and maintain revised Standard Activity Spreadsheet	Program Administrators	On-going
3/8/2021	16	Develop revised 2021 Charter	Committee	Complete
3/8/2021	17	Complete/document Committee Training	Committee Chairs	Complete
7/14/2022	18	Modify SOP 2-101 to reflect Voting requirements	Bob/Paul	Complete

ATTACHMENT 1

Consensus Standard Development Program Executive Committee
Conference Call
March 14, 2024; 11:00 AM ET

Microsoft Teams meeting

Join on your computer, mobile app or room device

[Click here to join the meeting](#)

Meeting ID: 239 062 270 598

Passcode: qyUqbt

[Download Teams](#) | [Join on the web](#)

Or call in (audio only)

+1 469-340-2365,,955619075# United States, Dallas

Phone Conference ID: 955 619 075#

1. Approval of Agenda
2. Roll Call
3. Review and approval of February 8, 2024 meeting minutes (attached)
4. SOP 2-100 – Policy approved with minor revisions
5. SOP 2-101 – Language added to address affiliates/ethics in 7.2.6
6. ELV3 and ELV4 – TNI Approved v. TNI Recognized
7. Technology Workgroup / Analytical Disciplines
8. Committee Reports
 - a. Accreditation Council
 - b. Asbestos
 - c. Proficiency Testing
 - d. Field Activities
 - e. Quality Management Systems
 - f. Laboratory Accreditation Body
 - g. Chemistry
 - h. Microbiology
 - i. Whole Effluent Toxicity
 - j. Radiochemistry
9. New/Old Business
 - a. Standards Activity & Tracking Spreadsheet
 - b. Committee Member Business?