

**SUMMARY OF THE  
TNI CONSENSUS STANDARDS DEVELOPMENT PROGRAM  
EXECUTIVE COMMITTEE MEETING  
APRIL 11, 2024**

The Executive Committee held a conference call on Thursday April 11, 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**

<b>Name</b>	<b>Email</b>	<b>Organization</b>	<b>Present</b>
Aaren Alger	aaren@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	y
Kirstin Daigle	Kirstin.Daigle@pacelabs.com	Pace Analytical Services	N
Cody Danielson	Cody.Danielson@deq.ok.gov	Oklahoma DEQ	Y
Katie Strothman	katie@sanderslabs.net	Sanders Laboratories.	Y
Kevin Holbrooks	holbke@jea.com	JEA	Y
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	N
Michelle Wade	michelle.wade@pacelabs.com	Pace Analytical Services	Y
Cathy Westerman	cathy.westerman@dgs.virginia.gov	Virginia DCLS	N
Ilona Taunton	ilona.taunton@nelac-institute.org	The NELAC Institute	y
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 March Minutes**

A draft of the March, 2024 minutes was previously provided for review. A motion was made by Debbie to approve the minutes. The motion was seconded by Cody. A copy of the March minutes is attached below and will be forwarded to William for posting.



CSDEC Minutes  
240314.docx

**Agenda item 4 - SOP 2-100 – Policy accepted our revision**

Paul reported that SOP 2-100 had received final Policy Committee approval based upon submission of Revision 4.3 approved by the CSDP EC during the March meeting.

**Agenda item 5 - SOP 2-101 – Affiliate application addressed (includes Ethics Statement); Complaint Policy TBA**

Changes proposed to SOP 2-101 were reviewed and found acceptable to the majority of the committee. No balloting to approve said changes however was initiated at this time as final resolution by the Policy Committee concerning affiliate membership has yet to be completed. The CSDP EC will revisit approval of the SOP upon final decisions from the Policy Committee.

**Agenda item 6 - NEMC Registration Open – Early Bird before June 21**

Paul advised members that registration was open for the TNI/NEMC meeting in California this summer.

**Agenda Item 7 – Committee Reports**

Accreditation Council – The AC met with Aaren Alger and Yumi Creason, representing the LAB Expert Committee to discuss open LAB EC issues in the draft standard. These issues included: who (AB or 3<sup>rd</sup> Party Assessor) can deliver assessment reports to laboratories, use of remote assessments and certificate requirements regarding primary / secondary (specifically, expressed as which state is the primary, per FOA). Aaren and Yumi are taking AC ideas/suggestions back to LAB and will propose some draft language for each topic

Asbestos – The committee has been dormant for the past few months and is facing potential balance and membership issues. The committee has completed its revision to Module 3 and has but a few issues to address. Any suggestions for potential new committee participants were solicited from other CSDP EC members

Proficiency Testing - The PTEC is working to response to PTPEC comments on EL V3 and EL V4 and to re-posting of the DSs on the TNI website. The committee has, upon review of PTPEC comments, found that more investigation is required to resolve clarity and potential concerns over creating conflicts with other Volumes and/or Modules.

Field Activity - The committee has completed work on both V1 and V2 of their standard. These DS are currently being properly formatted and will be balloted in final form by the committee prior to posting along with summaries and Justification documents.

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 comments received relative to Technical Specialist. The committee has proposed a basic approach to the requirements of the technical specialist and seeks comments on the acceptability of their latest approach. The CSDP EC expressed general agreement with their approach.

Laboratory Accreditation Body – The committee has reviewed and proposed draft responses to all comments. The leadership of the LAB, as reported above, has met with the AC to develop acceptable language to a few problematic issues. The committee review and development of the assessor evaluation process has been temporarily tabled.

Chemistry – The Committee did not meet this month but has been working to resolve existing SIRs. The committee also continues to work on proposed language changes in Module 4 and anticipates a presentation at the TNI summer meeting to advise stakeholders of progress in this regard.

Microbiology –The committee is working to resolve a number of SIRs. They are also developing an autoclave verification and testing implementation guidance document. The R2C document for the committee’s DS has been posted and the committee is working on changes to their proposed DS and production of their revised DS.

Whole Effluent Toxicity – The committee continues to work on language for the DS for M7 and the preparation of questions for the credentialing committee.

Radiochemistry – The committee is developing a General Radiochemistry training webinar to be presented in late summer or early fall. The committee chair and PA have completed their Internal Audit, but it has yet to be accepted by the committee.

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

No new and/or old business was reported.

The meeting adjourned at 12:15 PM ET. The next meeting of the CSDP EC is Thursday, May 9, 2024 at 11:00 AM ET.

## ATTACHMENT 1

Consensus Standard Development Program Executive Committee  
Conference Call  
April 11, 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 March 14, 2024 meeting minutes (attached)
4. SOP 2-100 – Policy accepted our revision
5. SOP 2-101 – Affiliate application addressed (includes Ethics Statement); Complaint Policy TBA
6. NEMC Registration Open – Early Bird before June 21
7. 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
8. New/Old Business
  - a. Standards Activity & Tracking Spreadsheet
  - b. Committee Member Business?
  - c. Next Meeting – Thursday May 9, 2024; 11:00 AM Eastern