

**SUMMARY OF THE
TNI CONSENSUS STANDARDS DEVELOPMENT PROGRAM
EXECUTIVE COMMITTEE MEETING
MAY 9 2024**

The Executive Committee held a conference call on Thursday May 9, 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 - Roll call

Name	Email	Organization	Present
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	N
Katie Strothman	katie@sanderslabs.net	Sanders Laboratories.	N
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	Y
Michelle Wade	michelle.wade@pacelabs.com	Pace Analytical Services	Y
Cathy Westerman	cathy.westerman@dgs.virginia.gov	Virginia DCLS	Y
Iлона 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 2 – 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 3 - Review and Approval April Minutes

A draft of the April 11, 2024 minutes was previously provided for review. A motion was made by Kevin to approve the minutes. The motion was seconded by Amanda. Cathy abstained from the balloting. A copy of the April minutes is attached below and will be forwarded to William for posting.



CSDEC Minutes
240411.docx

Agenda item 4 - SOP 2-104 – CSDP EC Complaint Procedure

The proposed SOP 2-104 (as presented below) was presented as previously modified and discussed relative to the process by which complaints could be received. The Consensus of the CSDP was that complaints received by any means need to be accounted for and appropriately documented. The other concern of the committee was how the SOP should address the receipt of complaints by Expert Committee and how said complaints should be handled by the Expert Committee and communicated to the Executive committee and/or handled exclusively by the Executive Committee. To resolve these issues, various potential solutions were suggested and the Chair with the assistance of the PAs will prepare another draft of SOP 2-104 for committee consideration prior to or at the June meeting.



SOP-2-104-Rev0-CSD
PEC-Complaints-2405

Agenda item 5 - SOP 2-101 – Change regarding Compliant Policy

Based upon the requirement for continued development of SOP 2-104, no actions were taken relative to SOP 2-101 as the changes relate primarily to the insertion of the Complaint Procedure into the document. The changes to SOP 2-101 will subsequently be handled in a future meeting of the CSDP EC.



SOP-2-101-Rev4.2-CS
DPEC-ComOps-05022

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 call was primarily spent in a Technical Specialist discussion with Debbie Bond, Chair of the QMS Expert Committee. Also, the AC discussed some comments/concerns on AB's use of LAMS; the conversation resulted in a side-bar conversation leading to a compilation of individual state website links with notes from each state about whether the information on the state website is 'in real time' or not.

Asbestos – The committee is resolving balance and membership issues. The committee has completed its revision to Module 3 and has but a few issues to address. New applicants are being solicited and reviewed.

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. Progress in this regard will be the subject of the committee meeting during the TNI Summer meeting. It is currently anticipated that revised DS for V3 and V4 should be available prior to the end of the year.

Field Activity - The committee has completed work on both V1 and V2 of their standard. These DS are currently being properly formatted. Balloting of V1 is anticipated in May with posting of the DS, Summary and Justification to follow. V2 is anticipated to be posted in June.

Quality Management System – The QMS committee continues to develop their DS and expects to provide an overview of changes at the August meeting with posting of a DS by the end of the year. The Committee continues to work on resolution of the Technical Specialist definitions and has been in consultation with the AC in this regard.

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. These issues include release of assessment reports, remote assessments, and EPA DW requirements for identification of the primary AB of each FoT for a laboratory.

Chemistry – The Committee is working to resolve existing SIRs and is in receipt of a new SIR to be addressed in their June meeting. Questions for the credentialing effort regarding M4 were completed and submitted for use. 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 continues development an autoclave verification guidance document. Work on their temperature equilibrium guidance document is complete. The R2C document for the committee's DS has been posted and the committee is working on changes to their proposed DS. Production of their revised DS is anticipated to be available by the August meeting.

Whole Effluent Toxicity – The committee continues to work on language for the DS for M7 and is anticipating completion within the next few months. The committee is also working to complete their questions for the credentialing efforts and expects to submit their list of questions by the end of the month.

Radiochemistry – The committee has completed their DS development. The committee continues to develop additional General Radiochemistry training webinars to be presented beginning in late summer or early fall.

Agenda Item 8 - New/Old Business

The completion of the Internal Audits having been conducted by the Expert Committee remains on hold pending procedural decisions of the Policy Committee.

The meeting adjourned at 12:20 PM ET. The next meeting of the CSDP EC is Thursday, June 13, 2024 at 11:00 AM ET.

ATTACHMENT 1

Consensus Standard Development Program Executive Committee
Conference Call
May 9, 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. Roll Call
2. Approval of Agenda
3. Review and approval of April 11, 2024 meeting minutes (attached)
4. SOP 2-104 - CSDP EC Complaint Procedure
5. SOP 2-101 – change regarding Complaint Policy
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 June 13, 2024; 11:00 AM Eastern