

**SUMMARY OF THE
TNI CONSENSUS STANDARDS DEVELOPMENT PROGRAM
EXECUTIVE COMMITTEE MEETING
AUGUST 22, 2024**

The Executive Committee held a conference call on Thursday August 22, 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	Y
Cody Danielson	Cody.Danielson@deq.ok.gov	Oklahoma DEQ	N
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	N
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	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 2 – Approval of Agenda

The agenda was previously presented by Paul and is provided as Attachment 1. The agenda was agreed upon by the consent of attendees.

Agenda item 3 - Review and Approval July Minutes

A draft of the July 2024 minutes was previously provided for review. The July minutes were unanimously approved following a motion by Debbie and a second by Michelle Wade. Minutes will be forwarded to William for posting.



CSDEC Minutes
240711_draft.docx

Agenda item 4 – Glossary Update

Paul advised members present that the TNI Glossary is being finalized by the Policy Committee and will remain a “living” document with changes made, as necessary. The Glossary will be readily available and should be available in the near future.

Agenda item 5 - Reference to ISO/IEC Standards – “current version” or dated version?

The question was presented to the CSDP EC as to the use of “ISO dated” versus “most current revision” (i.e., ISO 17025:2017 vs. ISO 17025 most current revision). From a document management perspective either notation was noted as problematic. After discussion, the committee consensus was to use the dated citation (i.e., ISO 17025:2017) except in select circumstances where “most current revision” is more appropriate or required.

Agenda Item 6 – Technical Specialist Discussion

Committee chairs were advised that the Technical Specialist language in EL V1M2 is being finalized. The final version will be shared with all relevant parties. Upon approval each technical section of the Standard will need to develop a new Section #4 to include any special requirements they deem necessary for a technical specialist in their scientific discipline.

Agenda Item 7 - Committee Reports

Accreditation Council – Jerry Parr participated in the AC meeting and discussed a revised “NELAP Vision” which will be presented at the TNI meeting in Anaheim. The revised vision will focus on strategies to increase participation. It was suggested that changes in PT rules for non-commercial labs could be such a mechanism to enhance participation particularly at the AB level. Potential means to increase NGABs were also discussed. The latest proposals from QMS on Technical Specialist were also reviewed.

Asbestos – The committee has resolved balance and membership issues. The committee has completed its revision to Module 3 and has but a few issues to address. New applicants have been received, and committee leadership, continuing balance and member terms will be finalized by the next quarterly meeting.

Proficiency Testing - The PTEC is working to respond to PTPEC comments on EL V3 and EL V4 and to re-posting of the DSs on the TNI website. Progress in this regard is such that V3 comments have been addressed and V4 should follow relatively quickly as many of the comments are similar in both volumes. The PTEC will then finalize V3 followed by V4, repost the DSs and proceed with the review and approval process. The PTEC did not meet in Anaheim.

Field Activity –The committee finished volume 1 and posted for public comments prior to August meeting. The committee made a presentation on changes and met with NAFAP/FAC; they received great feedback on additional guidance and training topics people are interested in. V2 is still being worked on and will be available in the near future.

Quality Management System –The following report was provided for the CSDP EC:
In July, the calibration and technical specialist WG met. Work from the calibration WG (which is on support equipment) is now in the working draft of V1M2. The technical specialist WG worked to be ready to present in Garden Grove. The QMS committee met a second time after our last CSDP EC meeting and made a little more progress on clarifying and revising technical records requirements.

In August, we continued work on reviewing TNI language in the working draft of V1M2 and approved the response to SIR 489.

For Garden Grove, HIGHLIGHTS:

- Support of the 19 improper actions (for Data Integrity) but put them in an informative annex & reference in the body of the standard instead.
- Revisit if a measuring system that uses temperature can really be verified as a whole instead of verifying temperature separately (this is already being done for many complex instruments, but should it be done for conductivity, pH, etc.?).
- Support for requiring range of use to be verified for all support equipment (like disposable measuring devices)—this is a new requirement for some support equipment—and a one-point verification for equipment used at one measurement.
- Support for Field Sampling Activities language that states FSMOs are a way to meet requirements.
- Several other minor tweaks.
- Technical Specialist
 - Unanimous support of the core technical specialist qualifications presented. Will discuss further with other technical module chairs, but **I think this is it!**
 - Language to handle a TS absence also received unanimous support.
 - Minor edits to language requested (use of STEM to describe courses was the big one)

Laboratory Accreditation Body – The committee has not had a quorum for the past two meetings, subsequently no voting has occurred regarding voting on the persuasiveness of comments. A few comments were discussed, but no action could be taken. LAB has one new voting member and another pending email vote that is underway after yesterday's meeting.

Chemistry – The Committee is working to resolve existing SIRs. The committee also continues to work on proposed language changes in Module 4 and presented proposed changes during the Summer meeting. Numerous comments and suggestions were received as the CEC worked through the current version of their DS. The committee is also looking to fill the last remaining full voting position on the CEC.

Microbiology –The committee In CA we went through the entirety of the current language for our revised DS and took feedback from the audience. We also requested ideas for microbiology training. Overall, we had a good number of people who actively engaged in the audience. The committee continues development of the DS. During their latest meeting, they completed reviewing existing comments from committee members and went through about half of the notes that were taken during the CA meeting. Before voting on the Revised DS, they will finish the notes from the CA meeting, look at the newest non-valid SIRs, and be sure to do a review of the DS language for M2 to see impact on our DS. We also have an older SIR and a new SIR that we will be working on.

Whole Effluent Toxicity – The committee completed addressing leftover comments in the draft module. A clean version will be generated and sent to committee members. WET is deferring consideration of a new §4 (Technical Specialist) until after the CSDEC meeting. The committee continues to work on language for the DS by addressing all comments received as well as a final.

Radiochemistry – The committee did not meet at the conference. The committee recently added two new associate members. They discussed the idea of the development of MQOs for wastewater and the progress of their webinar series. The committee also is continuing to work regarding resolution of the Technical Specialist requirements for radiochemistry.

Agenda Item 7 - New/Old Business

No new or old business was discussed.

The meeting adjourned at 12:28 PM ET. The next meeting of the CSDP EC is scheduled for 11:00 AM ET on September 12, 2024, utilizing Microsoft Teams.

ATTACHMENT 1

Consensus Standard Development Program Executive Committee Conference Call

August 22, 2024; 11:00 AM ET

1. Roll Call
2. Approval of Agenda
3. Review and approval of July 11, 2024, meeting minutes (attached)
4. Glossary Update
5. Reference to ISO/IEC Standards – “current version” or dated version?
6. Technical Specialist Discussion
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 September 12, 2024, at 11AM Eastern