

Draft

**SUMMARY OF THE
TNI CONSENSUS STANDARDS DEVELOPMENT PROGRAM
EXECUTIVE COMMITTEE MEETING
SEPTEMBER 12, 2024**

The Executive Committee held a conference call on Thursday September 12, 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	Y
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	Y
Katie Strothman	katie@sanderslabs.net	Sanders Laboratories.	Y
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	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	Y
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 consent of attendees.

Agenda item 3 - Review and Approval August Minutes

A draft of the August 2024 minutes was previously provided for review. The August minutes, after a few editorial corrections, were unanimously approved following a motion by Katie and a second by Debbie. Minutes will be forwarded to William for posting.

Agenda item 4 – KSAs for Analytical Disciplines

Paul introduced and shared two documents for CSDP EC discussion. The first was the proposed draft language regarding Technical Specialist requirements in EL V1M2. Discussion focused on the addition of Section 4 to Module 3-7 which will specify requirements of the particular discipline addressed by that module in addition to the requirements in M2 (quality systems module). It was the consensus of the CSDP that M 3-7 need not repeat specification addressed in V1M2.

The second document was the KSA (Knowledge, Skills and Abilities) text produced as an element of the credentialing effort. Which at Jerry's request, the CSDP EC was asked to review and specifically address the issue of "analytical disciplines." After considerable discussion, the CSDP EC agreed to establish a Task Force within the CSDP to flush out the necessary details of the draft analytical disciplines as presented in this document. The Task Force will consist of Bob (as PA), Cody, Michelle Wade, Paul and Amanda *[EDIT – Kirstin and Ilona expressed an interest in joining after the meeting and will be included in the Task Force]*. The mission of this internal task force is to develop the KSA document further and prepare materials for consideration at the Jacksonville Winter meeting.

Agenda item 5 – "Support Analysis" Discussion

Paul defined "support analysis", offering the following statement that has been added to Module 5. "An analysis that is performed to support the reporting of compliance data does not require certification." For example, pH measurements in whole effluent toxicity testing. Other than simply defining the term no further discussion was had due to a lack of time.

Agenda Item 6 - Committee Reports

No time remained for Committee Reports. Paul requested that any pertinent information regarding committee activities be reported by email to Bob and Paul. The information provided is presented below as received.

Accreditation Council – Paul Junio was present to discuss a specific method code question; some broader method code discussion was also covered. The AC Voted for approval of SOP 3-108 [Provisional Recognition]. New council participants introduced themselves & spoke briefly about their programs: Nevada, West Virginia, California.

Asbestos – The committee meets on a quarterly basis. Their next meeting is in October 2024.

Proficiency Testing - The PTEC has completed review of PTPEC comments on EL V4. EL V3 comments will be resolved at the October meeting. DS for both V3 and V4 will then be prepared and posted for comment.

Field Activity – Not much to report. Worked with NEFAP on PowerPoint for EPA. We have meeting scheduled to work on volume 2 on 9/19. Volume one out for comment we received one to add data integrity to definitions and that was only comment so far.

Quality Management System – The QMS committee met twice since the last CSDP meeting. We reviewed TS sections, made some minor tweaks, and added them into the working draft of V1M2. We also continued our review of the full working draft of V1M2 and completed sections on reporting results, complaints, nonconforming work, and control of data (7.8-7.11). We are now working on management system requirements, specifically quality manual and SOP requirements. We reviewed non-valid SIRs 488 (added a note to the definition of matrix), 491, and 490.

Laboratory Accreditation Body – No report. Last month LAB reported that “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 – 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 – No report. Last month the WET reported “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. continues to work on language for the DS by addressing all comments received as well as a final.”

Radiochemistry – No report. Last month the committee reported “...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 12:35 PM ET. The next meeting of the CSDP EC is scheduled for 11:00 AM ET on October 10, 2024, utilizing Microsoft Teams.

ATTACHMENT 1

Consensus Standard Development Program Executive Committee
Conference Call
September 12, 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,
Phone Conference ID: 955 619 075#

1. Roll Call

2. Approval of Agenda
3. Review and approval of August 22, 2024, meeting minutes
4. KSAs for Analytical Disciplines (See attached)
5. "Support Analysis" Discussion
6. 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
7. New/Old Business
 - a. Standards Activity & Tracking Spreadsheet
 - b. Committee Member Business?
 - c. Next Meeting – Thursday October 10, 2024 at 11AM Eastern