

**SUMMARY OF THE
TNI CONSENSUS STANDARDS DEVELOPMENT PROGRAM
EXECUTIVE COMMITTEE MEETING
OCTOBER 10, 2024**

The Executive Committee held a conference call on Thursday October 10, 2024, at 11:00 AM EST. Chair Paul Junio led the meeting. The committee met utilizing Microsoft Teams. The call was recorded for the purpose 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	N
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	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	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 not present, and the meeting proceeded on an informational basis only.

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 unanimous consent of attendees.

Agenda item 3 - Review and Approval August Minutes

A draft of September 12, 2024, minutes was previously provided for review. The September minutes could not be approved in the absence of a quorum. Efforts will be made to seek review and approval by email ballot. Upon approval, minutes will be forwarded to William for posting.

Agenda item 4 – SOP 2-103 Format and Style Guide for Consensus Standards

Paul introduced the SOP 2-103 work product from the collective Pas for committee review. Discussion moved through the document with few issues except for three specific sections. The first was on the

section added on Acknowledgements. Members believed the inclusion was appropriate but questioned the extent to which individuals were cited (i.e., voting members only, select associates, all associates and/or members over the course of development, etc.). Another issue was on how definitions should be presented (i.e., all definitions alphabetized, ISO definitions separate with or without being alphabetized, etc.). The consensus of the members present was to list ISO definitions in order (not alphabetized) followed by other definitions alphabetized. The final issue presented was relative to how subsections of modules/standards should be presented (i.e., sequential numbers such as 4.7.1.1 or 4.7.1 a) or as 4.7.1.1 bulleted 4.7.1 followed by bullets of what type).

These and no doubt other decisions will be made by the CSDP EC in the presence of a quorum of members.

Agenda Item 5- Committee Reports

Accreditation Council – No significant decisions/issues from the Oct NELAP AC meeting earlier this month.

Asbestos – The committee meets on a quarterly basis. Their next meeting is October 16, 2024.

Proficiency Testing - The PTEC has completed a review of PTPEC comments (including additional comments received recently) on EL V4. EL V3 comments will be resolved at the November meeting. DS for both V3 and V4 will then be prepared and posted for comment.

Field Activity – No Report.

Quality Management System – The QMS committee met on September 23 and October 8. We continued review of V1M2 at clause 8. We have revised items to contain or reference in the Quality Manual so that each item listed uses language from the appropriate section of the module and is in order the requirements appear in V1M2.

Laboratory Accreditation Body The committee is looking at clauses in ISO/IEC 17011 that might need clarification or could be deleted, and then will resume addressing submitted comments. Attaining a quorum at meetings is an aspirational goal, and the lack of quorum is interfering with progress for reviewing comments. Progress on revising the evaluation process is currently set aside in favor of completing and publishing the V2M1 Draft Standard Revision 2.

Chemistry – The Committee is working to resolve existing SIRs. The committee also continues to work on proposed language changes in Module 4 as well as 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 – Due to scheduling conflicts, the next Microbiology meeting won't be until later this month. We continue working on Draft Module 5. The Committee has provided a response on SIR 494 since our last meeting.

Whole Effluent Toxicity – The committee finished addressing nearly all remaining comments that were embedded in the draft module V1M7. A cleaned-up version has been created with the newly required §4 included and renumbering accomplished. A few remaining comments need to be settled and the content of §4 determined, based on comparison of the previously agreed-upon WET Technical Specialist qualifications and the draft/final language for TS qualifications in V1M2. Once those two items are resolved, a polished and formatted module will be presented for committee vote.

Radiochemistry - The Rad committee met on 9/25 with full voting member attendance and numerous associates. Main topic on the agenda was criteria for technical specialist. There was much discussion of

the proposed wording for Module 2 and whether we may need to reopen our standard to potentially add a section 4 for additional criteria.

Agenda Item 7 - New/Old Business

Status of the KSA work group was addressed and a meeting is being established following email communications with work group participants.

The question of internal audits was also raised, and the issue remains with the Policy Committee.

The meeting adjourned at 12:40 PM ET. The next meeting of the CSDP EC is scheduled for 11:00 AM ET on November 14, 2024, utilizing Microsoft Teams.

ATTACHMENT 1

Consensus Standard Development Program Executive Committee

Conference Call

October 10, 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 September 12, 2024 meeting minutes (attached)
4. SOP 2-103 Format and Style Guide for Consensus Standards
5. 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
6. New/Old Business
- a. Standards Activity & Tracking Spreadsheet
 - b. Business Committee Member?
 - c. Next Meeting – Thursday November 14, 2024 at 11AM Eastern