

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

The Executive Committee held a conference call on December 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 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	Y
Kirstin Daigle	Kirstin.Daigle@pacelabs.com	Pace Analytical Services	N
Cody Danielson	Cody.Danielson129@gmail.com	Independent/Unaffiliated	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@alumni.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. Carla McCord, the QMS Vice - Chair, attended in Debbie's absence and represented the QMS Expert Committee.

Agenda item 2 – Approval of Agenda

The agenda was previously presented by Paul and is provided as Attachment 1. The agenda was changed to reflect the 3rd term request from Cody on behalf of the Microbiology expert committee to the PTEC as requested by Kirstin. The agenda, as modified, was agreed upon by the unanimous consent of attendees.

Agenda item 3 - Review and Approval November Minutes

A draft of November 14, 2024, minutes was previously provided for review. After review and a minor editorial correction, a motion by Kevin, and a second by Robin to approve the November minutes, was unanimously approved. November minutes will be submitted to William for posting.

Agenda item 4 – Undue Delay

The term “undue delay” is and has been used throughout the TNI Standards. The issue of its use was, at the request of a committee, raised as an agenda item for the CSDP EC. Member organizations, particularly laboratories, have expressed concern that the term has been inappropriately applied to the requirements of labs as opposed to requirements of ABs in the application of the Standard. The CSDP EC consensus was while recognizing the potential inequities of the use of this term, that the term needs no further definition or change and should remain as presented throughout the Standard.

Agenda Item 5 - 3rd PTEC; Thekkekalathil Chandrasekhar (Chandra)

Chandra has served two full terms on the PTEC and would normally rotate off the committee as a voting member. The committee currently has no other candidates available to fill his vacancy. Chandra has been an active and valued participant in the work of this expert committee. As the committee nears completion of EL V4 and EL V3 and continues work on EL V1M2, the services of Chandra have been requested by the Chair and approved by the committee to request a 3rd term for Chandra. A motion was presented by Michelle and seconded by Cody to approve this request. The motion was unanimously approved.

Agenda Item 6 - Analytical Discipline Task Force Summary

Paul previously presented a summary of the Analytical Discipline Task Force (ADTF). During the CSDP EC November meeting, members were advised that the ADTF was recommending a broader and less specific definition of Analytical Disciplines. In their deliberations of the Analytical Disciplines, the issues of credentialing and QMS’s definition of Technical Specialist were also discussed as they appear to be inseparable.

The general recommendation of the ADTF was to adopt the same position as that of the DoD where the qualifications for a technical specialist/manager were the responsibility of laboratory management. CSDP EC discussion and the consensus of the committee agreed with the approach but felt it was still necessary and would be required by ABs to include some measure of education and experience with minimal exceptions. It was further the consensus of the committee that a final option should be added to give lab management the option, in the absence of said requirements, to offer documented evidence of an individual’s qualifications as a technical specialist.

Agenda Item 7 – Committee Reports

Accreditation Council – Has not met; no report.

Asbestos – The committee meets on a quarterly basis. Their next meeting is on January 15, 2024. Robert Hecker of the NYSDoH will be assuming the Chair of the ATEC next year.

Proficiency Testing - The PTEC has realized several committee vacancies. While two vacancies have been filled, the vice chair has advised of his full retirement/resignation and the current chair, having served for 5 years, also wishes to relinquish her current position. Carol Gebhart has volunteered for the vice-chair position and Bob is soliciting volunteers for the role of chair, which should be filled by the end of the year. Hopefully, elections for these leadership positions will occur in January. As to new DSs for EL V3 and particularly EL V4, the committee decided a virtual complete rewrite was required. A work group was formed with the intent to resolve the identified issues and produce a draft document consistent with the approach presented in ISO 17011. A presentation of the DS for EL V4 is scheduled for the Winter meeting.

Field Activity – The committee has finished the review of comments for FSMO V1. The committee is also working on the final language for FSMO V2, and the committee will proceed as per SOP 2-102

Quality Management System – The QMS committee has completed review of the technical sections V1M2 and has begun work on definitions. The committee is scheduled to present its current changes to their module during the Winter meeting.

Laboratory Accreditation Body The committee continues to work through comments on their DS while continuing their review of potential changes in the language for the current Standard.

Chemistry – The Committee has resolved SIR 499. The committee also continues to work on proposed language changes in Module 4 and has completed a review of DOC and initial calibration. They are proceeding to review continuing calibration verification. A presentation is scheduled for the Winter meeting to review the status of their efforts.

Microbiology – The committee has elected a new member and remains balanced. Committee roster changes are anticipated but the Chair, who was granted a 3rd term will likely remain the same. The committee anticipates presentation of their DS at the Winter meeting.

Whole Effluent Toxicity – A draft of the WET DS has been distributed to all committee members for comments. Some potentially substantive comments have been received and will require committee attention. Balloting of the DS is anticipated to occur in January with a presentation at the Winter meeting.

Radiochemistry - The Radiochemistry committee continues to address Technical Specialist qualifications and the question of appropriate Analytical Disciplines. Decisions regarding these issues may require the DS to be re-opened. The committee is also continuing to develop an agenda for the conference and working on their training/webinar series.

Agenda Item 7 - New/Old Business

No new or old business was presented and/or discussed.

The meeting adjourned at 12:40 PM ET. The next meeting of the CSDP EC is scheduled for 11:00 AM ET on January 9, 2025, utilizing Microsoft Teams.

ATTACHMENT 1

Consensus Standard Development Program Executive Committee

Conference Call

December 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, Dallas

Phone Conference ID: 955 619 075#

1. Roll Call
2. Approval of Agenda
3. Review and approval of November 14, 2024, meeting minutes (attached)
4. "Undue delay" – CSDP EC or TNI BoD?
5. 3rd Term – ~~Cody Danielson~~ PTEC; Chandra
6. Analytical Discipline Task Force Summary
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 January 9, 2025, at 11AM Eastern