

**Draft**

**SUMMARY OF THE  
TNI CONSENSUS STANDARDS DEVELOPMENT PROGRAM  
EXECUTIVE COMMITTEE MEETING  
JANUARY 9, 2025**

The Executive Committee held a conference call on January 9, 2025, 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**

<b>Name</b>	<b>Email</b>	<b>Organization</b>	<b>Present</b>
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.Danielson129@gmail.com	Independent/Unaffiliated	Y
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@alumni.umn.edu	Aquatic Ecotox Solutions	Y
Amanda Fehr	amanda.fehr@gel.com	GEL Laboratories	Y
Michelle Wade	michelle.wade@pacelabs.com	Pace Analytical Services	N
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. Jerry Parr attended as a guest.

**Agenda item 2 – Approval of Agenda**

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

**Agenda item 3 - Review and Approval December Minutes**

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



CSDEC Minutes  
241212\_draftr2.docx

#### **Agenda Item 4 - Technical Specialist Position Statement**

The attached document presents the position statement of the Analytical Disciplines Work Group. The group fundamentally recommended that the QMS expert committee modify their DS by adopting the basic language of the DoD to leave qualifications of personnel to the discretion of management. The CSDP EC discussed this recommendation and the overall Technical Specialist (TS) issue at great length. The resulting consensus was that some form of requirements for a TS needs to be retained as opposed to applying the DoD approach. It was suggested that “guidance and oversight” replace the concept of “management”. Modification of sections of the QMS DS included the perspective of being focused on “responsibility, documentation and exemptions”. It was further believed that the elements of the current QMS DS (removed or modified) could be included in the new Section 4 of the technical modules 3 through 7.



Analytical Discipline -  
CSDP EC StatementR1

The conclusion of these discussions resulted in Paul volunteering to redraft the position statement and to circulate that document to all committee members for comment. Jerry also volunteered to develop and provide for a review, a presentation that could be used at the TNI Winter meeting in Jacksonville, FL.

#### **Agenda Item 5 – Committee Reports**

Accreditation Council – Council met and addressed a particular SIR without final resolution and prepared for the Jacksonville meeting.

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 is soliciting a volunteer as the new Chair. The committee continues to work on revisions to the EL V4 DS more consistent with 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 not met but is beginning review of the section on definitions. They also continue to work on the issue of Technical Specialist and their DS. The QMS is scheduled to meet in Jacksonville.

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 continues to work on proposed language changes in Module 4. A presentation is scheduled for the Winter meeting to review the status of their efforts.

Microbiology – The committee has received additional committee comments on their DS and is close to completion of their DS and anticipates balloting of same prior to the Jacksonville meeting where a presentation will be made for public comment.

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 scheduled to meet in Jacksonville.

### **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 February 13, 2025, utilizing Microsoft Teams. [EDIT – The February 13, 2025 meeting was subsequently canceled due to its proximity to the Forum in Jacksonville. The Committee's next meeting will be March 13, 2025.]

## **ATTACHMENT 1**

Consensus Standard Development Program Executive Committee  
Conference Call  
January 9, 2025; 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 December 12, 2024, meeting minutes (attached)
4. Technical Specialist Position Statement
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 February 13, 2025, at 11AM Eastern – Yes or No?