

**SUMMARY OF THE  
TNI CONSENSUS STANDARDS DEVELOPMENT PROGRAM  
EXECUTIVE COMMITTEE MEETING  
SEPTEMBER 11, 2025**

The Executive Committee held a conference call on September 11, 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
Carol Gebhart	carol.gebhart@alsglobal.com	ALS Group US	Y
Cody Danielson	Cody.Danielson129@gmail.com	Independent/Unaffiliated	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
Robert Hecker	robert.hecker@health.ny.gov	NYSDoH	Y
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	Wade Consulting and Solutions	N
Cathy Westerman	cathy.westerman@dgs.virginia.gov	Virginia DCLS	Y
Ilona Taunton	ilona.taunton@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. Paul added discussion and approval of SOP 2-103 to the agenda. The revised agenda was agreed upon by the unanimous consent of attendees.

**Agenda item 3 - Review and Approval August 14, 2025, Minutes**

A draft of August 14, 2025, minutes was previously provided for review. After review and minor editorial changes, a motion was made by Robin and seconded by Cody to approve the August minutes, they were unanimously approved. August minutes will be submitted to William for posting.



CSDEC Minutes  
250814.docx

#### **Agenda Item 4 - Technical Specialist (found in Annex C of Module 2)**

Paul advised committee chairs that section 4, as previously requested, be added to the technical modules of the EL Volumes of the standards is no longer required as all Technical Specialist language is now included in Annex C of EL V1M2.

#### **Agenda Item 5 - SOP 2-100 Rev 4.4**

The revisions proposed to SOP 2-100, Rev. 4.4 were presented for committee discussion and approval. Paul reviewed each revision. A number of formatting and editorial changes were made. Three specific changes were agreed upon. First, the term “documented” should, where appropriate, be changed to “recorded”. Second, examples of names of draft standards and final standards be included in the SOP and lastly that detailed requirements for a webinar being presented upon approval of a final standard be included in SOP 2-101.

Following a motion by Robert and second by Cody, SOP 2-100, Rev. 4.4 was approved with a super majority by the CSDP EC. Ballots were as follows:

CSDP Member	Vote
Aaren Alger	Absent
Debbie Bond	Yes
Robin Cook	Yes
Carol Gebhart	Yes
Cody Danielson	Yes
Katie Strothman	Yes
Kevin Holbrooks	Absent
Paul Junio	Yes
Robert Hecker	Yes
Teresa Norberg King	Yes
Amanda Fehr	Yes
Michelle Wade	Absent
Cathy Westerman	Yes

#### **Agenda Item 6 – SOP 2-103, Rev.1.1**

Having added discussion and approval of this SOP to the agenda, Paul presented the document with the proposed changes. Discussion was had on each change. The comments on the DS naming convention mentioned for SOP 2-100 will also be applied to SOP 2-103.

Following a motion by Katie and a second by Debbie, the draft with minor editorial changes was unanimously approved by the CSDP EC.

## **Agenda Item 7 - Committee Reports**

Accreditation Council – No report. Meeting day and time moved to the third Monday of the month from the previous schedule of first Monday. Paul to advise William so website information can be changed.

Asbestos – Committee continued to discuss SRM unavailability. The ATEC directed the work group to develop an outline for their approach to defining equivalency. Their September meeting will be cancelled to give the work group additional time to develop said outline.

Proficiency Testing – The DS for ELV4 has are being received the comment period at the request of the PTPEC extended to 120 days; comment period now closes on or about October 13, 2025. The committee continues to work on EL V3, which they anticipate will be completed as a DS and posted in the next few months. Issues on EL V3 include definitions for Matrix and Technology which differ between QMS and their use for FoPT tables. The committee is also preparing to review SOP 4-109 being developed by the PTPEC.

Field Activity – The committee continues working on the language for FSMO V2. FSMO V1 has been approved and posted but has not yet been approved by NEFAP. The committee is also working to prepare training documents for FSMO activities.

Quality Management System – The QMS committee has completed work on the Technical Specialist issue. Their current focus is on sections for “support equipment” and “reagents and standards”. The committee is also considering changing the day and time of their regularly scheduled meetings in an attempt to increase participation and presence of a quorum.

Laboratory Accreditation Body The committee has completed the review of all the comments received on their DS. The preliminary DS is currently being reviewed for formatting and editorial/grammatical changes as needed. They believe presentation and posting of their revised DS should occur by the end of the year.

Chemistry – The committee has approved and posted their DS for EL V1M4-2025-Rev. 3.0. The 90-day comment period opened on August 15. Two (2) sets of comments have already been received. The committee will respond to the comments as directed in SOP 2-100.

Microbiology – The committee continues to review comments on their DS and is developing the requirement Response to Comments document. The comment period has now closed, and the committee will revise the DS based on persuasive comments. They anticipate the Revised DS by the end of the year. The committee is also working with the credentialing group on questions for the exam.

Whole Effluent Toxicity – The WET DS (EL V1M7) has been posted for comment, and the comment period has closed. The committee will address the 103 comments received and will proceed as per SOP 2-100. They are also working to clarify the use of definitions specific to whole effluent toxicity testing for inclusion in their module. They are hopeful for a Revised DS for the Boston meeting.

Radiochemistry - The Radiochemistry committee's DS is complete. The committee continues to address further training needs specifically for data users. They will also be working with the PTPEC on the annual review of FoPT issues and/or concerns. Committee is reviewing the definitions dropped by the QMS to ascertain the potential need to reopen EL V1M6 for necessary definitions specific to Radiochemistry.

## **Agenda Item 7 - New/Old Business**

No new or old business was presented for discussion by the CSDP EC.

The meeting adjourned at 12:25 PM ET. The next meeting of the CSDP EC is scheduled for 11:00 AM ET on October 9, 2025, utilizing Microsoft Teams.

## **ATTACHMENT 1**

Consensus Standard Development Program Executive Committee  
Conference Call  
September 11, 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 August 14, 2025 meeting minutes (attached)
4. Technical Specialist (found in Annex C of Module 2)
5. SOP 2-100 Rev 4.4
6. Sop 2-103
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. Committee Member Business?

b. Next Meeting – Thursday October 9, 2025 at 11AM Eastern