

Annex A Draft
Annex B SUMMARY OF THE
TNI CONSENSUS STANDARDS DEVELOPMENT PROGRAM
executive COMMITTEE MEETING
August 11, 2022

The Executive Committee held a conference call on Thursday, August 11, 2022, at 1:00 PM EST. Chair Paul Junio was absent, and Michelle Wade led the meeting. The conference call was recorded for the sole purpose of preparation of meeting minutes. The recording will be deleted immediately upon completion of the meeting minutes.

Agenda item 1 – Approval of Agenda

The agenda was presented previously by Paul. No changes were proposed, and the agenda was approved by unanimous consent.

Agenda item 2 - Roll call

Aaren Alger, LAB	Absent
Kevin Holbrooks, At-Large Member	Present
Michelle Wade, Chemistry	Present
Robin Cook, At-Large Member	Present
Paul Junio, Chair, At-Large Member	Absent
Kirstin Daigle, Proficiency Testing	Absent
Debbie Bond, Quality Systems	Absent
Rami Naddy, WET	Absent
Cody Danielson, Microbiology	Present
Scott Haas, FAC	Present
Terry Romanko, Radiochemistry	Present
Cathy Westerman, VA DCLS, Ex-Officio	Present
Michelle McGowan, Asbestos	Absent
Ilona Taunton, TNI Staff	Present
Lynn Bradley, TNI Staff	Present
Robert Wyeth, Program Administrator	Present

A quorum was not present at the time of roll call. Scott reported later that he was present but without audio capabilities and his attendance was subsequently unknown. The meeting proceeded as informational only.

Agenda item 3 - Review and Approval of July Minutes

A draft of the July 14, 2022 minutes was previously provided. In the absence of a quorum, the draft minutes (presented below) will be distributed to CSDP EC members with a request for any needed corrections and/or additions. A motion and a second will be required and the balloting will be conducted via e-mail.

Agenda Item 4 – Internal Audit Update

It was reported that the Internal Audit checklists were approved by the Policy Committee at their last

meeting, but a few changes were seen that still must be addressed and final Policy Committee approval should occur on August 16, 2022. The internal audit checklists should be in the TNI Internal Audit Database by the end of the month and the expert committees will have 60 days to complete said audits. Expert Committee Chairs and respective PAs will work to complete the checklists and upload them to the database.

Agenda Item 5 – SOP 2-102 – CSDP EC Procedure for Addressing Conflicts of Interest

An SOP for the CSDP EC regarding Conflict of Interest has been drafted and was distributed by Paul via e-mail on 7/20/2022. He has not received any committee comments to date. Kevin suggested that the SOP was straight forward and believed that no changes were required. In his query of other committee members, no additional comments were made. In the absence of a quorum, a request for a motion and second to approve the SOP via an e-mail ballot will be conducted.

Agenda Item 6 - Voting Requirements – SOP 1-102

SOP 1-102 – Voting Rules for Committees is in the process of revision. The question addressed to the CSDP EC was whether to adopt this SOP or maintain a separate document by including voting requirements in SOP 2-101- Expert Committee Operations. In a previous CSDP EC meeting the committee decided to keep a separate CSDP SOP. The primary reason for divergence from utilization of SOP 1-102 was relative to potential impacts on ANSI auditing which is restricted to consensus standard developers (i.e., expert committees). After discussion among PAs, a draft of a revised SOP 2-101 including voting requirements and other minor changes to the SOP, has been proposed. It is anticipated that this revised SOP 2-101 will be presented the CSDP EC at the September meeting.

Agenda Item 7 - Committee Reports

Proficiency Testing – The PTEC has established 2 work groups (V1/V2 and V3/V4) to work on the draft standard for each volume. During the recent EMS meeting the PTEC presented the 4 NOI's for these potential changes and discussed the activities of the two work groups. Comments were solicited during the open forum and the PTEC will consider all said comments

Field Activities – The FAC did not meet but continues to work on modifications to both Volumes 1 and 2. Otherwise, nothing new to report from FAC.

Quality Management Systems – The committee met during the Summer Conference and provided updates from the Language Update and Definitions workgroups and received feedback on revised language and definitions. They also received good feedback on the Technical Specialist language. Suggestions were incorporated and sent to the full committee for further discussion in September. They discussed Internal Audit language once more and received overwhelming feedback that LAMS technologies are not general enough (for example, GC-MS and GC-MS High Resolution are listed as two different technologies). The current definition of 'technology' in V1M2 did not seem helpful. Without a fitting definition of 'technology' it is unknown if the draft language is acceptable. The committee will revisit soon. Finally, they started the review of past valid and non-valid SIRs to see if the sections of V1M2 in question need clarification. We were able to discuss 7 of the 33 SIRs, since the last review in 2019.

Laboratory Accreditation Body – The committee made great progress at conference through a number of issues. AB Internal Audits – consensus was that ABs need to do them annually, like labs, and they can make a schedule to complete all activities and SOPs within a 2-year period. Assessor Training – consensus that TNI needs to better define 'technology' as an organization and then use that definition/designation for assessor training as well as lab requirements. Remote assessments were also discussed and are valuable but cannot replace on-site assessments. Most ABs and other stakeholders like the idea of an optional remote assessment to replace an on-site assessment every other round provided that there is video capability that can give access to the laboratory when the AB conducts a

remote assessment. The LAB is requesting to be invited to an AC meeting so that we can discuss these items with the full AC and make sure we have a proposal for the next version of the standard that does not generate much/if any concern.

The committee is seeking more ABs and Other representation on the committee.

Chemistry – The committee met in Crystal City and presented the potential changes in Module 4 that the separate work groups are developing. The committee received numerous comments and feedback and will continue to develop proposed changes to the Standard.

Microbiology – The Committee met at EMS and presented the comments, and responses to date on their DS. They received input from attendees on remaining comments. Public forum participants appeared favorable relative to proposed and approach to remaining comments. Committee anticipates finalizing R2C document within the next month and will subsequently publish said document on the TNI website as well as present a revised DS for further comment.

The committee also presented Part 1 of their Microbiological training at the Crystal City meeting and reported that said training was well received.

Whole Effluent Toxicity – The Committee did not meet in Crystal City. During their last meeting they discussed inputs to the QMS committee regarding the Technical Specialist issue. They also worked on restructuring Module 7 relative to the requirements for Demonstration of Capabilities (DOC) in a WET lab. The committee will not meet again until September.

Radiochemistry – The Committee did not meet in Crystal City. The committee has received additional comments on their DS and initial discussion and review suggests that these comments will be non-persuasive. The R2C document will be updated to include these comments and the committee will vote on their disposition at their next meeting. The final R2C will then be posted on the TNI website and standards development will continue as per SOP 2-100, Rev. 3.4.

The Vice Chair of the committee, Robert Alman has resigned from the committee. A new Vice Chair is being sought.

Asbestos –Asbestos Committee did not meet in Crystal City but is finalizing their R2C and preparing a second revision to their DS which will be presented for public comment consistent with the requirements of SOP 2-100, Rev. 3.4.

Accreditation Council – The AC met at the EMS and presented an update on assessments which will be summarized in their next set of minutes. They also discussed remote assessments and their utility as well as the harmonization of method code used in LAMS.

Agenda Item 8 - New/Old Business

Activity & Tracking Spreadsheet

Bob reported no significant change to Standard activities beyond continued committee work.

Expert Committee Member Training

Committee Chairs were reminded to have all new committee member complete the on-line training.

Committee Member Business

No new or old business was addressed.

Adjournment

The CSDP EC meeting adjourned at PM 2:40 ET. The next meeting of the CSDP EC is scheduled for Thursday, September 8, 2022, at 1:00 PM ET.

Consensus Standard Development Executive Committee

Action Items

Date	Action #	Description	Responsibility	Completion Date
2/19/2019	1	Contact Jerry reference ex-officio and/or associate representation from AB	Bob	Complete
2/19/2019	2	Vice Chair of CSDE C	Paul	Complete
2/19/2019	3	Reconstitute SRC	Paul	Complete
2/19/2019	4	Develop new Committee and Committee chair training	Bob and Paul	Complete
2/19/2019	5	Communicate with each expert Committee chair to update Standards Tracking form	Bob	Complete
2/19/2019	6	Ensure Radiochemistry Standard submitted to ANSI	Bob	Complete
2/19/2019	7	Post outline from LAB for comment	Bob	Complete
2/19/2019	8	Task Force for modification of SOP on Standard Development	Paul	Complete
3/14/2019	9	Complete SIR spreadsheet review and Summary by August, 2019	Committee Chairs	Complete
3/14/2019	10	Access to Internal Audit Database	Ilona	Complete
4/11/2019	11	Contact Jerry regarding reserving of module names based on consolidation of V2M1 and V2M3	Bob	Hold as "RESERVED" 5/10/2019
11/14/2019	12	Committee Membership /Newsletter	Bob/Paul	Complete
11/14/2019	13	Ensure completion of Internal Audits of expert Committee by 1/3/2020	Program Administrator/Chairs	Complete
4/9/2020	14	Complete Corrective Action	Program	

		response to internal audit findings	Administrator/Chairs	Complete
2/11/2021		Establish and maintain revised Standard Activity Spreadsheet	Program Administrators	On-going
3/8/2021	15	Develop revised 2021 Charter	Committee	Complete
3/8/2021	16	Complete/document Committee Training	Committee Chairs	Complete
7/14/2022	17	Modify SOP 2-101 to reflect Voting requirements	Bob/Paul	On-going

ATTACHMENT 1

Consensus Standard Development Program Executive Committee Conference Call

August 11, 2022; 1:00 PM ET

Dial-in-number: 712-832-8330; code 822174#

1. Roll Call
2. Approval of Agenda
3. Review and approval of July 14, 2022 meeting minutes (attached)
4. Internal Audit Update
5. SOP 2-102 – CSDP EC Procedure for Addressing Conflicts of Interest
6. Voting Requirements – SOP 1-102
7. Committee Reports / Conference Summary
 - a. Accreditation Council
 - b. Proficiency Testing
 - c. Field Activities
 - d. Quality Management Systems
 - e. Laboratory Accreditation Body
 - f. Chemistry
 - g. Microbiology
 - h. Whole Effluent Toxicity
 - i. Radiochemistry
 - j. Asbestos
8. New/Old Business
 - a. Standards Activity & Tracking Spreadsheet
 - b. Expert Committee Member Training
 - c. Committee Member Business?