SUMMARY OF THE
TNI CONSENSUS STANDARDS DEVELOPMENT PROGRAM
EXECUTIVE COMMITTEE MEETING
SEPTEMBER 8, 2022

The Executive Committee held a conference call on Thursday, September 8, 2022, at 1:00 PM EST. Chair Paul Junio 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.

Agenda item 2 - Roll call

Aaren Alger, LAB	Absent
Kevin Holbrooks, At-Large Member	Absent
Michelle Wade, Chemistry	Absent
Robin Cook, At-Large Member	Present
Paul Junio, Chair, At-Large Member	Present
Kirstin Daigle, Proficiency Testing	Absent
Debbie Bond, Quality Systems	Absent
Rami Naddy, WET	Absent
Cody Danielson, Microbiology	Absent
Scott Haas, FAC	Absent
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 and based upon the sparce attendance the call was aborted.

Agenda item 3 - Review and Approval of August Minutes

A draft of the August 11, 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.

CSDEC Minutes
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Paul will seek a motion and a second for the August minutes and a vote by committee members.

Agenda Item 4 – Internal Audit Update

Paul advised those attending that Policy Committee will advise CSDP EC on availability of Audit Checklists and a schedule for completion.

Agenda Item 5 – Expert Committee Operations – SOP 2-101

Paul will communicate with CSDP EC members for any comments and/or suggestions on the previously distributed draft of SOP 2-101. If appropriate a motion and a second to approve this document will be requested as will a vote of the membership.

Agenda Item 6 - Committee Reports

The aborted meeting did not allow for Committee Reports with the exception of Microbiology and Quality Management Systems which was received by e-mail prior to the meeting.

Proficiency Testing –

Field Activities –

Quality Management Systems
    The QMS Committee has not met since the Summer Conference, but the Definitions and Language Update WGs have met and continue to work on their tasks. That's all I have to report.
Laboratory Accreditation Body –

Chemistry –

Microbiology – – An email report from the Microbiology Chair was as follows:
    "We have not met since the last CSDEC meeting, since we held our August MEC meeting earlier in the month than usual. We meet next week and will attempt to vote on the last comment to the DS and the last of the language in the revised DS. The Understanding Micro Workgroup is hard at work on parts 2 through 5 of the series with a goal to complete in November. No SIRs in our hopper right now, though we are waiting to hear back on revised language we submitted for two of them."

Whole Effluent Toxicity –

Radiochemistry –

Asbestos –

Accreditation Council –

Agenda Item 7 - New/Old Business

Activity & Tracking Spreadsheet

Expert Committee Member Training

Committee Member Business
Bob reported that after a motion by Kevin and a second by Michelle Wade (via email) for both the July minutes and SOP 2-102 (Conflict of Interest) was made; the CSDP EC voted to approve both matters.

Adjournment

The CSDP EC meeting adjourned at 1:20 PMET. The next meeting of the CSDP EC is scheduled for Thursday, October 13,2022, 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 response to internal audit findings	Program 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
September 8, 2022; 1:00 PM ET
Dial-in-number: 712-832-8330; code 822174#

1. Approval of Agenda
2. Roll Call
3. Review and approval of August 11, 2022 meeting minutes (attached)
4. Internal Audit Update
5. Expert Committee Operations – SOP 2-101
6. Committee Reports
   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
7. New/Old Business
   a. Standards Activity & Tracking Spreadsheet
   b. Expert Committee Member Training
   c. Committee Member Business?