

**SUMMARY OF THE
TNI CONSENSUS STANDARDS DEVELOPMENT PROGRAM
EXECUTIVE COMMITTEE MEETING
NOVEMBER 10, 2022**

The Executive Committee held a conference call on Thursday, November 10, 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. Paul requested the addition of attention to Pol 2-100. No objections were presented.

Agenda item 2 - Roll call

Aaren Alger, LAB	Present
Kevin Holbrooks, At-Large Member	Absent
Michelle Wade, Chemistry	Absent
Robin Cook, At-Large Member	Absent
Paul Junio, Chair, At-Large Member	Present
Kirstin Daigle, Proficiency Testing	Absent
Debbie Bond, Quality Systems	Present
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 present, and the meeting proceeded.

Agenda item 3 - Review and Approval of October Minutes

A draft of the October 13, 2022 minutes was previously provided. A motion to approve the minutes was made by Cody and a seconded by Debbie. The Minutes were approved unanimously and are presented below.



CSDEC Minutes
221013_final.docx

Agenda Item 4 – Internal Audit Update

Paul advised those attending that the Policy Committee will advise CSDP EC on availability of Audit Checklists and a schedule for completion. Based upon some administrative issues, the schedule is still unavailable.

Agenda Item 5 – Conference – January 9-12, 2023

Paul advised that registration for the Winter TNI meeting in San Antonio was now open. Further he advised those planning to attend to make hotel reservations as soon as possible. Further information as to the Winter meeting is available on the TNI website.

Agenda Item 6 – Policy 2-100

Policy 2-100, Rev. 1.0 (Using TNI Standards Incorporated by Reference) was re-presented by Paul noting the minor changes made to the document previously reviewed by the committee. Following a motion by Scott and a second by Terry, the motion passed unanimously.



POL-2-100-Rev1-CSD
P-IBRdraft221107.doc

Agenda Item 7 - Policy 2-101 – Committee Use of TNI Standards (discussion and approval)

Policy 2-101 was presented by Paul. Following discussion, a motion by Cody with a second by Aaren was made. The motion was passed with a unanimous vote of the CSDP EC.



POL-2-101-Rev0-CSD
P-UseofStandards wit

Agenda Item 8 - Expert Committee Operations – SOP 2-101 (discussion and approval)

Some changes and re-formatting since the last presentation of SOP 2-101, Rev. 4.0 – Expert Committee Operations have been made to the SOP. As previously discussed, the major change in the SOP is inclusion of voting criteria as it affects the Expert Committee. A conflict-of-Interest clause was also added as was a time frame for response to an SIR.

Unfortunately, at the conclusion of discussion, a quorum was no longer present. Paul solicited by email following the meeting a motion and a second to approve the revisions to the SOP. On November 14, a motion to approve SOP 2-101, Rev.4.0 was made via email by Cody and seconded by Michelle Wade. Paul then requested an email ballot of members on this motion. As of Tuesday, November 15, 2022, a greater than 2/3 majority voted to approve the changes to SOP 2-101, Rev. 4.0.



SOP-2-101-Rev4.0-CS
DPEC-ExpertCommitte

Agenda Item 9 - Committee Reports

Proficiency Testing – The committee is continuing, through its work groups, to review and provide revised language to the DS for all four volumes/modules currently proposed for modification. The work of the

work groups is being brought back to the full committee for approval. The committee continues to seek a 15th member for the committee from either the AB or Other interest categories.

Field Activities – Committee has finalized Section 7 of V1; only section 8 remains to be addressed. It is believed that a Draft Standard (DS) for V1 will be presented at the Winter meeting.

Quality Management Systems – Committee continues to focus upon completion of the Technical Specialist section of EL V1M2. Input is still needed for some expert committees. They also continue to discuss and resolve issues with exceptions to these specialist requirements.

Laboratory Accreditation Body – All comments on the DS have now been reviewed and decisions as to their classification as persuasive, non-persuasive or editorial have been made. Committee is now working on the revision required to the DS. A revised DS is anticipated by early 2023. The committee is also considering re-scheduling their regular meeting day/time to enhance participation.

Chemistry – The committee continues through its four established work groups to address the necessary changes to EL V1M4. While every section of the module is scheduled for review, focus remains on DOC, calibration and MDL/MQL. The proposed changes will be returned to the full committee for consideration and DS preparation.

Microbiology – Committee submitted a revised response to SIR 425 to the SIR subcommittee. We are still working on comments to the Draft Standard and are hoping to vote on the last of them via email before the next meeting. After that we will be ready to vote on the Revised DS. The training workgroup continues to work on parts 2-5 of Understanding Micro training series and will be starting the online trainings maybe in December and the plan is to do one training each month.

Whole Effluent Toxicity – The committee has drafted a proposed resolution to the DOC issues which have plagued the committee in the past and discussion of this issue continues. The committee reported an out-of-balance situation during the last meeting. This situation has been resolved. The committee has promoted volunteers to work with PTPEC to develop WET FoPTs.

Radiochemistry – The committee prepared and submitted input to the PTPEC regarding DW FoPT tables and uncertainty in PT finding/results.

Asbestos – The second revision of the DS has been approved by the committee. The newly approved DS will be posted for public comment and move further to final status as per SOP 2-100, rev. 3.4. The committee also addressed the proposed changes to the Technical Specialist definition as proposed by the QMS committee.

Accreditation Council – The AC met recently and discussed emergency plans to manage natural disasters/catastrophic events relative to laboratory operations. The AC also met regarding the generic application process.

Agenda Item 8 - New/Old Business

Activity & Tracking Spreadsheet

All committees are active in modifications to Volumes and Modules, but no new milestones have been completed to date.

Expert Committee Member Training

Committee chairs are reminded to ensure all new committee members complete the required training.

Committee Member Business

None to report

Adjournment

The CSDP EC meeting adjourned at 2:28 PMET. The next meeting of the CSDP EC is scheduled for Thursday, December 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	Ilna	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	Complete

ATTACHMENT 1

Consensus Standard Development Program Executive Committee Conference Call

November 10, 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 October 13, 2022 meeting minutes (attached)
4. Internal Audit Update
5. Conference – January 9-12, 2023
6. Policy 2-100 -
7. Policy 2-101 – Committee Use of TNI Standards (discussion and approval)
8. Expert Committee Operations – SOP 2-101 (discussion and approval)
9. 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
10. New/Old Business
 - a. Standards Activity & Tracking Spreadsheet
 - b. Expert Committee Member Training
 - c. Committee Member Business?