

**Draft**

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

The Executive Committee held a conference call on Thursday, December 8, 2022, 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**

<b>Name</b>	<b>Email</b>	<b>Organization</b>	<b>Present?</b>
Aaron Alger	aaron@alger-consulting.com	Alger Consulting and Training, LLC	N
Debbie Bond	dbond@southernco.com	Alabama Power Company	N
Robin Cook	cookr@codb.us	City of Daytona Beach	Y
Kirstin Daigle	Kirstin.Daigle@pacelabs.com	Pace Analytical Services	N
Cody Danielson	Cody.Danielson@deq.ok.gov	Oklahoma DEQ	N
Scott Haas	shaas@etilab.com	Environmental Testing, Inc.	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.	Y
Rami Naddy	naddyrb.tre@gmail.com	TRE Env. Strat. LLC	N
Terry Romanko	terry.romanko@et.Eurofinsus.com	Eurofins Environment Testing America	Y
Michelle Wade	mwade@a2lawpt.org	A2LA Workplace Training	Y
Cathy Westerman	cathy.westerman@dgs.virginia.gov	Virginia DCLS	N
Ilona Taunton	ilona.taunton@nelac-institute.org	The NELAC Institute	N
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.

**Agenda item 3 - Review and Approval of November Minutes**

A draft of the November, 2022 minutes was previously provided. After discussion, a motion was made by Robin and seconded by Michelle Wade to approve the minutes as presented. The motion passed unanimously. The November minutes will be presented to William for posting. The link below provides a copy of said minutes.

[CSDEC Minutes 221110\\_final.docx](#)

#### **Agenda Item 4 – SIR Feedback**

Lynn, on behalf of the LASEC/AC requested that responses resulting from an SIR be supported by an explanation from the Expert Committee as to the rationale and logic of the response being presented for consideration. It is believed that this effort could reduce the “back-and-forth” tendency of some SIR responses. The Expert Committee chairs agreed to the request.

#### **Agenda Item 5 - Internal Audit Update**

Paul advised those attending that the Policy Committee has yet to act and that he will advise CSDP EC on availability of Audit Checklists and a schedule for completion. Based upon some administrative issues, the schedule is still unavailable. The CSDP requested that this requirement of the QMP take on a more critical place on their agenda as the requirement has gone unaddressed for a significant period of time.

#### **Agenda Item 6 – Meeting Date and Time**

With a recent history of low attendance at CSDP EC meetings, Paul asked if this current meeting schedule was still acceptable. Paul will survey the whole executive committee as to their preferred date and time for the CSDP EC meeting.

#### **Agenda Item 7 – 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 8 - 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 PTEC will meet in San Antonio and invites all interested parties to participate in discussion of proposed changes to PT volumes and Modules. The committee continues to seek a 15<sup>th</sup> 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 and progress is being made. A Preliminary DS of both V1 and V2 will be presented at the Winter meeting in San Antonio. The second quarter of 2023 is the anticipated release and publication of these Draft Standards.

Quality Management Systems – The committee re-worded SIR 433 (removed the part of the reply that was specific to the examples in the interpretation request). They also reviewed final comments on the Technical Specialist requirements, including education and experience. They have yet to address possible exceptions. On behalf of the committee, Debbie discussed the TS exceptions with the AC committee during their last meeting and received feedback that gives the committee an idea of what the AC finds acceptable and what is considered risky as well as possible avenues to pursue.

Laboratory Accreditation Body – Committee is working on the revision required to the DS as well as an overall review of the document to resolve any inconsistencies. Two sections have been identified which require additional attention: remote assessments and assessor training. A revised DS is anticipated by early 2023.

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 are being returned to the full committee for consideration and DS preparation. The CEC will meet in San Antonio and invites all interested parties to

participate in discussion of proposed changes to EL V1M4. After a result of a recent resignation from the CEC, a full voting member position on the committee is now being addressed.

Microbiology – Committee has not met since the last CSDP EC meeting but has worked to finalize an agenda for the San Antonio meeting and continued to develop materials for the “Understanding Microbiology” training. The training workgroup anticipates that the 5-part virtual training will be available during the summer of 2023.

Whole Effluent Toxicity – The committee has drafted a proposed resolution to the DOC issues and has reached a degree of closure on the issue within the committee. While progress towards a revised DS continues, work on the issue of QC exceptions remains to be addressed. June of 2024 is targeted for publication of a revised EL V1M7.

Radiochemistry – The committee has nothing new to report.

Asbestos –The committee has approved the second revision of the DS. The newly approved DS has yet to be posted for public comment. The distribution list for public comment is continuing to be developed. Following public notice and any comment review, if necessary, the DS will proceed to approval as per SOP 2-100, rev. 3.4.

Accreditation Council – Notes from recent AC meeting submitted as their committee report:

- Had a discussion with Debbie Bond about the current draft for Technical Specialist; hopefully gave some helpful feedback for the QMS EC’s consideration
- Had a discussion with Dan Hickman about obstacles and needs for moving forward and improving LAMS coding: consensus is needed on how to approach method codes and how to approach analyte codes (age-old questions!) – no resolutions discussed. Also covered some Q&A with Dan regarding various LAMS issues
- Ran short on time and discussed that we may need an extra meeting in the new year to catch up on SIR discussions. Will resume SIR discussions in Feb (January meeting is in San Antonio.)
- Looks like ~10 or more ABs will be represented in-person at the winter meeting.

## **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**

Having addressed all agenda items, the CSDP EC meeting adjourned at 1:48 PMET. A January CSDP EC meeting will not be scheduled as per usual due to conflict with the Winter TNI Meeting in San Antonio. The next scheduled meeting of the CSDP EC is Thursday, February 9, 2023 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	<del>On-going</del> Complete

## ATTACHMENT 1

### Consensus Standard Development Program Executive Committee Conference Call

December 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 November 11, 2022 meeting minutes (attached)
4. SIR Feedback – Committee Comments
5. Internal Audit Update
6. Meeting Date/Time
7. Conference – January 9-12, 2023
8. 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
9. New/Old Business
  - a. Standards Activity & Tracking Spreadsheet
  - b. Expert Committee Member Training
  - c. Committee Member Business?