

Draft

**SUMMARY OF THE
TNI CONSENSUS STANDARDS DEVELOPMENT PROGRAM
EXECUTIVE COMMITTEE MEETING
FEBRUARY 9, 2022**

The Executive Committee held a conference call on Thursday, February 9, 2023, 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. In the absence of a quorum, the agenda was not approved.

Agenda item 2 - Roll call

Name	Email	Organization	Present
Aaron Alger	aaron@alger-consulting.com	Alger Consulting and Training, LLC	Y
Debbie Bond	dbond@southernco.com	Alabama Power Company	N
Robin Cook	cookr@codb.us	City of Daytona Beach	N
Kirstin Daigle	Kirstin.Daigle@pacelabs.com	Pace Analytical Services	N
Cody Danielson	Cody.Danielson@deq.ok.gov	Oklahoma DEQ	Y
Scott Haas	shaas@etilab.com	Environmental Testing, Inc.	N
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.	N
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	N
Cathy Westerman	cathy.westerman@dgs.virginia.gov	Virginia DCLS	N
Ilona Taunton	ilona.taunton@nelac-institute.org	The NELAC Institute	Y
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 not present, and the meeting proceeded as informational only.

Agenda item 3 - Review and Approval of November Minutes

A draft of the December, 2022 minutes was previously provided. In the absence of a quorum the minutes will be re-distributed for approval by email ballot. The link below provides a copy of the draft minutes.

[CSDEC Minutes 221208_draft.docx](#)

Agenda Item 4 - Internal Audit Update

Paul advised that the Policy committee was finalizing actions regarding the Internal Audit requirements. He further advised the Program Administrators and Chairs to proceed with the Internal Audits. Bob's expert committee have access and have begun. He requested Ilona and Lynn to advise if they had any difficulties in accessing the IA database.

Agenda Item 5 - Committee Reports

Proficiency Testing (Report provided by e-mail) – The PTEC met on 02/03 and the plans are to keep the NOI to revise all 4 volumes open but we will be moving forward to take changes to V3/V4 through the consensus process first. While that is happening, we will continue to work on V1/V2 and then after V3/V4 is done, take V1/V2 through the process. Bob thought we could keep things open and make sure everyone knows the long term plan rather than rescind V1/V2 NOI and reaffirm now, and reopen later. Committee leadership was maintained by unanimous committee ballot.

Field Activities (Report provided by e-mail) – FAC had a good meeting on Monday. We are going to spend this month cleaning up and finalizing language for both of our standards. We are anticipating that the committee will be voting in March to submit both standards as official drafts to be posted for the 90 day comment period. This may slide to April if we end up with some significant discussions as February progresses.

Quality Management Systems (Report provided by e-mail) - During the December QMS meeting Debbie Bond was re-elected as committee Chair. We got updates from the Language and Definitions workgroup. The Language Workgroup had two more tasks ready to present more publicly, which we reviewed prior to the San Antonio session. We discussed the agenda for the San Antonio meeting and finalized that. We wrapped it up with a review into the AC comments on Technical Specialist Exceptions and made some edits to that section in preparation to presenting in San Antonio. At the San Antonio meeting the Language Workgroup presented a suggestion for clarifying ISO 17025 Clause 8.8.2 d) to implement correction without undue delay. They suggested adding TNI language to ISO 17025, 8.7 for laboratory's procedure to define timelines. No feedback on this section. This workgroup also presented language for keeping records for 5 years after "last entry". The section had redundancies removed and the term "last entry" changed to "last use." Simplified language was acceptable but the change to "last use" did cause some doubts due to the lab needing to keep up with when a record was last used—this would require a record of last use and may get complicated for retired instrumentation, analysts that no longer run a test, etc. The QMS committee will discuss next week.

Technical Specialist and Technical Specialist Exceptions review only received a few comments. For exceptions, we will be removing reference to external organization's credentialing programs unless we can look at 'credentialed' credentialing programs, maybe. We will leave a TNI credentialing program as an option when education doesn't meet criteria. Proposed Internal Audit language was reviewed with strong support for a 3-year cycle to audit all technologies in accredited methods to modules 1, and 3-7.

We had a brainstorming session on how to define Technology. We had strong support for reviewing the ~100 technologies identified in LAMs and subgrouping to make it clear which technologies groups would be considered one technology for audits, Technical Specialist

experience and possibly other areas. QMS held a special January closed session for voting members; we re-elected Kathi Gumpper as vice-chair for 2023. We had a committee opening and approved Sean Hayes (AB) to fill the position.

Laboratory Accreditation Body – Committee is continuing to work on comments and a few remaining issues of their preliminary DS. Anticipate a formal DS in the near future.

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 met in San Antonio to present progress to date and received public comments which will be addressed by the committee. Five new members have been introduced to the CEC and one vacancy now exists after one member rotated off the committee following his 2nd term.

Microbiology – Committee is currently out-of-balance and cannot conduct official business. It is envisioned that this situation will be resolved shortly. The committee has received a SIR that is being addressed. The committee is also addressing comments received on their DS. Some persuasive comments were received and the DS will require revision. The Microbiology training series continues to be developed including the comments of the TNI Training committee and public comments from previous open meetings.

Whole Effluent Toxicity – The committee continues to work on on-going/continuing DOC language. The committee is also addressing a re-write of the Quality Criteria section of their module; an outline for this re-write is currently being prepared. Membership on the committee remains an issue but is acceptable at present. A WET PTPEC subcommittee has recently been formed.

Radiochemistry – The committee's R2C forms were posted on the TNI website, and the committee awaits closure of the comment period to take whatever further actions are required by SOP 2-100. Three members of the committee accepted a second term of engagement.

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 – (Report by e-mail) : No topics relating to consensus standards development. Kristin was re-elected chair for the next 3-year term; Travis (OR) demonstrated their LIMS as the first in a series of AB's sharing more about their own programs to learn more from each other and share ideas; discussed a SIR that can now move through the system.

Agenda Item 8 - New/Old Business

No new or old business was reported.

Adjournment

Having addressed all agenda items, the CSDP EC meeting adjourned at 1:50 PM ET. The next scheduled meeting of the CSDP EC is Thursday, March 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	On-going Complete

ATTACHMENT 1

Consensus Standard Development Program Executive Committee Conference Call

February 9, 2023; 1:00 PM ET

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

1. Approval of Agenda
2. Roll Call
3. Review and approval of December 8, 2022 meeting minutes (attached)
4. Internal Audit Update
5. 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
6. New/Old Business
 - a. Standards Activity & Tracking Spreadsheet
 - b. Expert Committee Member Training
 - c. Committee Member Business?