

**SUMMARY OF THE
TNI CONSENSUS STANDARDS DEVELOPMENT PROGRAM
EXECUTIVE COMMITTEE MEETING
APRIL 13, 2022**

The Executive Committee held a conference call on Thursday, April 13, 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 and is attached as Attachment 1.

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	N
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	Y
Cathy Westerman	cathy.westerman@dgs.virginia.gov	Virginia DCLS	Y
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	N

A quorum was not present, and the meeting proceeded on an informational basis only.

Agenda item 3 - Review and Approval of March Minutes

A draft of the March, 2023 minutes was previously provided. In the absence of a quorum, no voting could be accomplished. The minutes will be distributed by e-mail and following a motion to approve and a second, balloting of the March minutes (corrected if necessary) will be completed. The approved April minutes will be presented to William for posting.

Agenda Item 4 - Internal Audit Update

Paul advised that the Policy committee was finalizing actions regarding the Internal Audit requirements and further information and instructions including the schedule would be provided as soon as completed. William is currently tasked with creating the IA database.

Agenda Item 5 – Policy 1-100 Creating or Revising General Policies and Procedures for TNI

Minor changes were made to the latest draft of the Policy based on communication of changes to relevant other committees. The revised document is attached below. After reviewing the document any further comments should be submitted to Paul as soon as possible. Paul will seek a motion and second from the CSDP EC members and conduct a ballot of same assuming no non-editorial comments are received.



POL-1-100-Rev1-Policy-CreatingGeneral23-

Agenda Item 6 - SOP 2-101 Procedures for Expert Committee Operations

SOP 2-101 has been revised based upon all voting requirements based upon all voting requirements being placed within a separate TNI SOP. Also, Section 12 was added to address the handling of SIR. Other minor modifications were made. The revised document is attached below. After reviewing the document any further comments should be submitted to Paul as soon as possible. Paul will seek a motion and second from the CSDP EC members and conduct a ballot of same assuming no non-editorial comments are received.



SOP-2-101-Rev4.0-CS
DPEC-ComOps23-04-

Agenda Item 7 - Committee Reports

Accreditation Council – Nothing to report

Proficiency Testing – No report available.

Field Activities – Revisions to V1 and V2 of the FSMO are scheduled to be balloted and will be presented for comment consistent with SOP 2-100. The committee is planning a Sampling Conclave for June 6-8, 2023 to present the new draft standard to interested parties.

Quality Management Systems – A number of SIRs are currently being addressed by the committee. Responses are anticipated by next month. The discussion of Technical Specialist has been tabled temporarily while additional comments are solicited. The issue of document retention continues to be somewhat problematic and communication with AC was initiated.

Laboratory Accreditation Body – Committee continues to work on comments and is preparing to finalize the s R2C and its revised DS, if required. Two comments have been received to date, but the comment period remains open. The committee is also contemplating a review of the AB application process as well as the evaluation checklist.

Chemistry – No progress has been made regarding resolution of a number of SIR. The committee is working with the LASEC/AC to complete the process. The committee is reviewing and considering recommendations from its work groups on changes to Module 4. The progress, however, has been slow as this module remains contentious to a number of participants and stakeholders.

Microbiology – Response to Comments document being developed and should be posted soon. Persuasive comments have been received and a revised DS will be prepared. The committee is also working on implementation guidance for incubators and water baths is be planned. Balances issues have been resolved and Cody and Robin have been reelected as Chair and Vice-Chair of the committee.

Whole Effluent Toxicity – No report available

Radiochemistry – The committee is investigating options for FoPT table information for non-drinking water radiochemistry analyses. The committee is also discussing the possibilities of additional basis training regarding radiochemistry with some emphasis on training for the “public/interested parties”.

Asbestos –No report available

Agenda Item 8 - New/Old Business

No new or old business was discussed nor presented

The CSDP EC meeting adjourned at 1:40 PM ET. The next scheduled meeting of the CSDP EC is Thursday, May 11, 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	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	15	Establish and maintain revised Standard Activity Spreadsheet	Program Administrators	On-going
3/8/2021	16	Develop revised 2021 Charter	Committee	Complete
3/8/2021	17	Complete/document Committee Training	Committee Chairs	Complete
7/14/2022	18	Modify SOP 2-101 to reflect Voting requirements	Bob/Paul	Complete

ATTACHMENT 1

Consensus Standard Development Program Executive Committee Conference Call

April 13, 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 March 9, 2023 meeting minutes (attached)
4. Internal Audit Update
5. Policy 1-100 Creating or Revising General Policies and Procedures for TNI
6. SOP 2-101 Procedures for Expert Committee Operations
7. 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
8. New/Old Business
 - a. Standards Activity & Tracking Spreadsheet
 - b. Expert Committee Member Training
 - c. Committee Member Business?