

**SUMMARY OF THE
TNI CONSENSUS STANDARDS DEVELOPMENT PROGRAM
EXECUTIVE COMMITTEE MEETING
MAY 11, 2023**

The Executive Committee held a conference call on Thursday, May 11, 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. No comments were received from members in attendance.

Agenda item 2 - Roll call

Name	Email	Organization	Present
Aaron Alger	aaron@alger-consulting.com	Alger Consulting and Training, LLC	N
Debbie Bond	dbond@southernco.com	Alabama Power Company	Y
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	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	N
Michelle Wade	mwade@a2lawpt.org	A2LA Workplace Training	N
Cathy Westerman	cathy.westerman@dgs.virginia.gov	Virginia DCLS	Y
Iлона 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 on an informational basis only.

Agenda item 3 - Review and Approval of April Minutes

A draft of the April, 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 April minutes (corrected if necessary) will be completed. The approved April minutes will be presented to William for posting.

[EDIT – The meeting minutes were approved by 6 members with 2 abstentions effective May 16, 2023]

April minutes were approved by e-mail ballot following the last meeting and were forwarded to William for posting.

Agenda Item 4 – Policy 1-100 (Policy Review)

Paul reported that Policy 1-100 was approved by the Board of Directors following final revisions.

Agenda Item 5 – SOP 2-101 (Policy Review)

Paul reported that SOP 2-101, approved by the CSDP EC by e-mail ballot following the last meeting, was forwarded to the Policy Committee for review and approval.

Agenda Item 6 - Committee Reports

Based on the lack of a quorum and the number of Committee chairs represented, no committee reports were given. The report of the AC was received prior to the call and is presented below.

Accreditation Council – Cathy reported by e-mail the following: key points from the 2 NELAP AB calls that have occurred since this committee last met:

- Continued discussions on the problems and challenges from method code issues
- SOP 1-102: no comments or concerns expressed
- Draft of Program Manager Training PowerPoint being reviewed by several volunteers
- FL rulemaking re: Temporary Emergency Labs
- Remote assessments: 3 states checking on regulatory approvals re: accepting reciprocity when a remote assessment has been done
- Discussion of “ombudsman” idea proposed at the last conference; unclear as to what specific problem needs to be solved; determined best ‘first step’ would be to make a clearer path on the website for labs to know how to submit a complaint, either to the individual AB or to TNI; if either becomes ‘overwhelmed’ with responses to this improved clarity, then perhaps consider an ombudsman or other channel for helping to address complaints or concerns

Agenda Item 8 - New/Old Business

Paul reminded folks to register for the TNI Summer Meeting in Minneapolis, MN.

The CSDP EC meeting adjourned at 1:20 PM ET. The next scheduled meeting of the CSDP EC is Thursday, June 8, 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

May 11, 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 April 13, 2023 meeting minutes (attached)
4. Policy 1-100 (Policy Review)
5. SOP 2-101 (Policy review)
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?