

**SUMMARY OF THE
TNI CONSENSUS STANDARDS DEVELOPMENT PROGRAM
EXECUTIVE COMMITTEE MEETING
JULY 13, 2023**

The Executive Committee held a conference call on Thursday, July 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. 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	Y
Debbie Bond	dbond@southernco.com	Alabama Power Company	Y
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	N
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	michelle.wade@pacelabs.com	Pace Analytical Services	Y
Cathy Westerman	cathy.westerman@dgs.virginia.gov	Virginia DCLS	N
Iлона 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 not present, and the meeting proceeded on an informational basis only.

Agenda item 3 - Review and Approval of June Minutes

A draft of the June 8, 2023 minutes was previously provided but in the absence of a quorum, Paul will seek a motion and second to approve the minutes by e-mail ballot. Upon approval the minutes will be forwarded for posting. The draft minutes are attached below.



CSDEC Minutes
230608_draft.docx

Agenda Item 4 – SOP 3-105

Paul advised that SOP 3-105 regarding the SIR process had been approved with a minor addition of the appropriate PA advising the LASEC of the final disposition of the SIR. It was pointed out that, for the purposes of tracking, the staff member maintaining the records of SIR activity needs to also be advised of the final disposition of the SIR. Paul will bring this concern back to the Policy Committee.

Agenda Item 5 – TNI Glossary

An SOP regarding maintenance of the Glossary is under development. After initial Policy Committee review, the glossary will be merged into a single document as opposed to its current “2 page’ format of definitions in the Standard and a second list of definitions in SOP and Policies. A new header will be added to distinguish the specific location of each definition to allow for the distinction between the two types of definitions.

Some concern was raised over how this merging of the two “types” of definitions may be a source of confusion and/or extra work for authors of TNI documents.

The most current version of the Glossary is available in DropBox.

Agenda Item 6 – SOP 2-100, Procedures Governing Standards Development

Discussion of proposed changes to SOP 2-100 was tabled due to the lack of a quorum. Bob mentioned that a few minor changes will be required to the “flow chart” to accommodate proposed changes in the text. He will attempt to have this revised flow chart available for review at the next CSDP EC meeting.

Agenda Item 7 - Committee Reports

Accreditation Council – The AC met recently and sought AB representation on the WET Expert Committee which was responded to favorably. They also discussed the accreditation situation in Ohio with the elimination of the VAP program. Ohio will accept TNI accreditation for most programs except drinking water which is managed by a separate OHIO department. The AC plans to meet in Minneapolis and continue efforts to revise and improve the AB approval process. Finally, it was noted that as States revise rulemaking that the free availability of the TNI Standard may be an issue.

The Accreditation Council met on July 3, 2023. They Discussed possibilities for revising the NELAP evaluation process:

- Focus on implementation of policies & procedures (vs review of policies and procedures)
- Ideas for increasing the pool of Evaluation Team members
- Ideas including more prescriptive internal audit guidelines for ABs, providing tools that will help with the triennial evaluation to lighten the burden on both the ABs and the Evaluation Team

This is expected to be an ongoing discussion including opportunities for stakeholder input at the upcoming Summer Meeting in MN.

Proficiency Testing – The committee reported that they are progressing through review of the proposed changes in all the volumes/modules currently being revised. Progress in this regard will be the major topic of their meeting in Minneapolis. Priority is being given to review of Volumes 3 and 4 as the proposed changes are relatively minor and are not under the direct purview of the AC which can hasten the process. It is anticipated that one of these volumes will be submitted to ANSI for finalizing our reaccreditation.

Field Activity – The FAC is trying to wrap up the standard revisions for the conference. They have been running behind due to a number of conflicts but are working to get things back on track.

Quality Management System – The committee has been going through valid and non-valid SIRs (primarily regarding issues with support equipment) and anticipates having these issues resolved soon. The committee has also received suggestions/comments from the NEFAP AC regarding section 7.3 of Module 2. The committee has reviewed their recommendations and is proposing some revisions to their suggestions which will require more interaction with the AC.

Laboratory Accreditation Body – The comment period on their draft standard closed on 6/28/2023. A review of the received comments is beginning and will be presented in the R2C as per SOP 2-100. The committee is also discussing with NELAP Evaluators revisions to the evaluation process which will ultimately require discussions with the AC as well. Discussion regarding these revisions will be targeted for the Minneapolis meeting.

Chemistry – Progress was seen on resolving outstanding SIRs; the proposed response to 2 of the 4 SIRs have been accepted by the LASEC and AC. While all of Module 4 is under review by the committee with 4 defined work groups investigating specific issues, the committee is currently concentrating on the issue of DOCs. Progress by the work groups and the details of some of the proposed changes will be the major topic of the CEC meeting in Minneapolis.

Microbiology –The committee R2C for their draft standard is being posted on the TNI website. Having completed Part 2 of the Microbiology training, the committee is now working on finalizing temperature distribution study implementation guidance, drafting equilibrium testing implementation guidance and Part 4 in training series which will be presented later this month

Whole Effluent Toxicity – The committee has a new “Other” member and 2 potential new members (an Other and an AB) which would allow entry of more Labs to build the committee census from its current 9 members. The committee is working to resolve remaining issues both technical and with regard to QC.

Radiochemistry – The committee is discussing further potential training opportunities.

Asbestos –Upon approval of the Justification document by the committee, the approved new M3 with final R2C and a copy of the justification spreadsheet will be published on the TNI website with public announcements of the availability of a new EL V1M3 for Environmental Analysis of Asbestos.

Agenda Item 8 - New/Old Business

Standards Activity and Tracking

With all the standards development activity from the expert committees, Bob is continuing to confirm records required by SOP 2-100 in preparation for ANSI submissions and a potential audit.

Expert Committee Member Training

Paul reminded the chairs of the need for all committee members to have taken the member training. He also noted that as SOP 2-100 is being revised, some additional or supplemental training may be required for all committee members.

Committee Member Business

No additional business was addressed.

The CSDP EC meeting adjourned at 2:10 PM ET. The next scheduled meeting of the CSDP EC is Thursday, August 10, 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

July 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 June 8, 2023 meeting minutes (attached)
4. SOP 3-105 – Standard Interpretation Process (Section 5.6.4)
5. TNI Glossary - Update
6. SOP 2-100 – Procedures Governing Standards Development
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 – Needs Updating
 - c. Committee Member Business?