

Draft

**SUMMARY OF THE
TNI CONSENSUS STANDARDS DEVELOPMENT PROGRAM
EXECUTIVE COMMITTEE MEETING
SEPTEMBER 14, 2023**

The Executive Committee held a conference call on Thursday September 14 at 1:00 PM EST. Chair Paul Junio led the meeting. Due to a scheduling error for the meeting and subsequent low attendance the meeting was cancelled.

Agenda item 1 – Approval of Agenda

The anticipated 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	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	N
Michelle Wade	michelle.wade@pacelabs.com	Pace Analytical Services	N
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	Y

Due to a scheduling error and low attendance the meeting was cancelled.

Agenda item 3 - Review and Approval of August Minutes

A draft of the August 10, 2023 minutes was previously provided for review. Paul will distribute the Draft minutes for approval by the CSDP EC. The Draft minutes are attached below.



CSDEC Minutes
230810_draft.2.docx

Agenda Item 4 – SOP 2-100 – Procedures Governing Standards Development (update)

This item will be presented during the October 12, 2023 meeting of the CSDP EC.

Agenda Item 5- Committee Reports

No new committee reports were presented due to meeting cancelation with the exception of the Quality Systems Management Expert Committee whose report was received by email prior to the meeting.

Accreditation Council

Proficiency Testing

Field Activity

Quality Management System – QMS committee welcomed 5 new associate members! The Definitions WG has completed their task to evaluate ~12 terms and compose definitions, if needed, and review full V1M2 Draft for correct use of the term ‘Procedure.’ The update included the final items that no definitions for duplicate or replicate will make it into V1M2, and defining Procedure as “written” is not in conflict with any ISO 17025:2017 usage of procedure. The full committee continued the review of valid and non-valid SIRs to identify sections of the standard that need to be clarified or updated. We have reviewed valid/non-valid SIRs for sections up to 5.5. We start on valid/non-valid SIRs for section 5.6 at the next meeting if time permits after Data Integrity WG and Language WG provide updates on their revisions to sections of the standard.

Laboratory Accreditation Body

Chemistry

Microbiology

Whole Effluent Toxicity

Radiochemistry –

Asbestos –

Agenda Item 6 New/Old Business

Standards Activity and Tracking

No report

Expert Committee Member Training

Committee Member Business

No additional business was addressed.

The CSDP EC meeting was cancelled. The next scheduled meeting of the CSDP EC is Thursday, October 12, 2023 at 11:00 AM ET. **Please note the time change to 11:00 AM 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

September 14, 2023; 11:00 AM ET

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

1. Approval of Agenda
2. Roll Call
3. Review and approval of August 10, 2023 meeting minutes (attached)
4. SOP 2-100 – Procedures Governing Standards Development (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 – Needs Updating
 - c. Committee Member Business?