

**SUMMARY OF THE
TNI CONSENSUS STANDARDS DEVELOPMENT PROGRAM
EXECUTIVE COMMITTEE MEETING
OCTOBER 12, 2023**

The Executive Committee held a conference call on Thursday October 12, 2023 at 11:00 PM EST. Chair Paul Junio led the meeting. The committee met utilizing Microsoft Teams. The call was recorded for the purposes of preparation of meeting minutes. The recording will be deleted upon completion of said minutes.

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	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.	Y
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	Y
Ilona 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 present, and the meeting proceeded.

Agenda item 3 - Review and Approval of September Minutes

A draft of the September 14, 2023 minutes was previously provided for review. A motion was made by Robin to approve the minutes. The motion was seconded by Terry and unanimously approved by the committee. A copy of the September minutes is attached below.



CSDEC Minutes
230914.docx

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

Paul reported that he and the PAs had completed their review of SOP 2-100 and the proposed modifications to Revision 4.0 of the document. Paul noted that changes, while numerous, were fundamentally clarifications and language improvements with few substantive changes in the current practices of the expert committees. Subsequently it was proposed that committee members review the draft document and provide comments and/or questions to Paul for further discussion and review.

SIR Process Update

Some minor administrative changes have occurred, and Paul advised that correspondence and document retention regarding SIRs was now his responsibility and no longer Ilona's. He requested that matters regarding SIRs be provided to appropriate parties and to Paul, not Ilona.

Agenda Item 5- Committee Reports

Accreditation Council – The AC met and discussed a concern with Standard Methods (SM) as regards the proper referencing of procedures from SM being utilized by accredited laboratories. They also discussed the potential use of a TNI Ombudsman and recommended that a survey be conducted to ascertain the need for such a service. The AC has also continued review of the proposed Technical Specialist definitions and provided feedback to the QMS Expert Committee. It was also noted that Sigma Aldrich/Millipore Sigma will discontinue their role as a TNI PTP as of January 1, 2024.

Proficiency Testing - The PTEC continues to work on development of Draft Standards for 4 Modules/Volumes of the TNI standard. Completion of modifications to Volume 3 and Volume 4 (PTP and PTPA, respectively) continue to be the priority for the committee. The committee is also compiling questions regarding their Modules/Volumes for use in the credentialing efforts.

Field Activity - The committee is fine tuning their DS and also continues to review comments. Final committee balloting for approval of the DS for both V1 and V2 are pending. Presentation is anticipated for the Columbus meeting of TNI in January.

Quality Management System – The committee has reviewed valid and non-valid SIR while reviewing all comments received on their DS. Reportedly the language work group has completed their tasks. They also continue to address the issue of definitions of Technical Specialist in light of comments received from the AC. It has also been realized by the committee that the requirements of the NEFAP standard presents some prohibitive practices over which laboratories feel they have no control and/or means to remediate the committee will be seeking TNI guidance to resolve this latter issue.

Laboratory Accreditation Body – The committee has not officially met recently due to quorum issues but continues to address comments on their DS but no decisions can be made in the absence of a quorum. The committee has also presented a proposal to the AC for improvement of the AB Evaluation Process,

Chemistry – The Committee has been working to resolve existing SIR and has realized acceptable response to a number of said SIR. The established work groups have completed their assigned tasks and have made/are making their recommendations to the full committee. The committee is subsequently in the process of overall review of the entire module including resolution of all the work group recommendations. A presentation of a preliminary DS for Module 4 is anticipated for the Columbus meeting in January.

Microbiology – The committee has presented their response to SIR 423 for LASEC/AC consideration. The committee has also posted their Response to Comments (R2C) on their DS. They are currently working on questions regarding their module in support of TNI credentialing efforts. The committee is also working

on the development of a guidance document consistent with SOP 1-105 for Temperature Distribution and Equilibrium Testing.

Whole Effluent Toxicity – The committee has struggled with maintaining balance. However, the committee has 2 new members, an AB and an Other. The addition of these individuals allows the return of past full voting members to be reelected while remaining in balance. Presently, the committee could add one lab member. The committee is working on revisions to their DS with one major section to be proposed. In light of WET testing, it is also recognized that definitions will require attention. The committee is also compiling questions regarding their Module for use in the credentialing efforts.

Radiochemistry – The committee is developing General Radiochemistry training targeting the Summer TNI meeting in California. The committee is also compiling questions regarding their Module for use in the credentialing efforts.

Asbestos – The committee is continuing to develop their webinar presentation of the revised Asbestos Testing module. The committee will also be compiling questions regarding their Module for use in the credentialing efforts.

Agenda Item 6 New/Old Business

Paul advised that the TNI Newsletter will be published soon.
Internal audits should now be scheduled by each expert committee/committee PA.

Standards Activity and Tracking

No report

Expert Committee Member Training

Paul suggested that following the approval of the revised SOP 2-100 that a new training presentation will be developed and presented to committee members.

Committee Member Business

Lynn advised the CSDP EC that an SIR from a facility in California regarding some details of implementation of the assessment process relative to the California modified TNI standard has been presented. How and where this SIR will be addressed is not yet been determined.

The meeting adjourned after addressing all agenda items at 12:15PM ET. The next scheduled meeting of the CSDP EC is Thursday, November 9, 2023 at 11:00 AM ET. Due to participation at the FSEA meeting, it was suggested the next meeting be rescheduled for November 16, 2023. Paul will survey CSDP EC members regarding the acceptability of this change. Bob will revise the Microsoft Teams appointment if necessary and advise all committee members. **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	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	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

October 12, 2023; 11:00 AM ET

1. Approval of Agenda
2. Roll Call
3. Review and approval of September 14, 2023 meeting minutes (attached)
4. SOP 2-100 – Procedures Governing Standards Development (update)
5. SIR Process Update
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 – Needs Updating
 - c. Committee Member Business?
 - d. Next Meeting Date - Conflict?