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**SUMMARY OF THE
TNI CONSENSUS STANDARDS DEVELOPMENT PROGRAM
EXECUTIVE COMMITTEE MEETING
FEBRUARY 8, 2024**

The Executive Committee held a conference call on Thursday February 8, 2024, at 11:00 AM 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 after completion of said minutes.

Agenda item 1 – Approval of Agenda

The agenda was presented previously by Paul and is provided as Attachment 1. Paul requested the addition of discussion and approval of revisions to Policy 2-101. With this addition the agenda was approved by unanimous consent.

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	N
Kirstin Daigle	Kirstin.Daigle@pacelabs.com	Pace Analytical Services	N
Cody Danielson	Cody.Danielson@deq.ok.gov	Oklahoma DEQ	Y
Katie Strothman	katie@sanderslabs.net	Sanders Laboratories.	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
Teresa Norberg King	norbe010@d.umn.edu	Aquatic Ecotox Solutions	N
Amanda Fehr	amanda.fehr@gel.com	GEL Laboratories	Y
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

A quorum was present, and the meeting proceeded.

Agenda item 3 - Review and Approval January Minutes

A draft of the January 11, 2023 minutes was previously provided for review. A motion was made by Debbie to approve the minutes. The motion was seconded by Katie and unanimously approved by the committee. A copy of the January minutes is attached below and will be forwarded to William for posting.



CSDEC Minutes
231116_final.docx

Agenda Item 4 – New Members

Three new committee chairs are now CSDP EC members representing the Whole Effluent Toxicity Expert Committee, the Radiochemistry Expert Committee, and the Field Activities Expert Committee. Dr. Theresa Norberg-King is the new chair for WET, Amanda Fehr is the new chair for Radiochemistry and Katie Strothman is the new chair for Field activities. Katie was introduced during our January meeting. Amanda Fehr was introduced by Paul and gave a brief synopsis of her professional career. Dr. Norberg-King ~~has yet to be invited~~ was unable to attend to the CSDP EC meeting and will be introduced at next month's meeting.

Agenda Item 5 a – Policy 2-100 Revision

Revised Policy 2-100 (attached below) was presented for review by the executive committee. The revision presented addressed the availability of Standards to governmental agencies without the right to copy or download the documents. The committee requested some language be added regarding the fact that accredited laboratories are still required to purchase licensed copies of all applicable standard volumes and/or modules. Paul proposed language to meet the request. On a motion by Cody and a second by Kevin, the committee unanimously approved the revised policy as amended by the language proposed by Paul.



POL-2-100-Rev1.1-CS
DP-IBR-240207draft.d

Agenda Item 5 b – SOP 2-100

Minor revisions were presented to language in SOP 2-100, Rev. 4.0. Proposed changes involved the definition of Affiliate, the addition of a document formatting review of all final Standards Volumes and/or Modules, and the changing of 'shall' to 'must' throughout document. The document as presented below was unanimously approved following a motion by Cody and a second by Katie.



SOP-2-100-Rev4.1-CS
DP-StandardsDevelop

Agenda Item 5 c – SOP 2-101

Paul presented SOP 2-101 with revisions based upon changes to definitions, particularly as relates to "Affiliates", insertion of a clause stating a quorum is not required for face-to-face (public) meetings and changing of the term "shall" to "must". Discussion of the role of affiliates led to the need for further input from the policy committee. The CSDP EC tabled any additional consideration of this SOP until these additional inputs are received. The document as proposed and discussed but not voted upon is presented below.



SOP-2-101-Rev4.2-CS
DPEC-ComOps-02032

Agenda Item 6 - Committee Operations/Robert's Rules of Order

Committee operations can be improved by utilization of Robert's Rules of Order. Patsy Root and Jerry presented a summary of Robert's Rules during the recent Winter meeting in Columbus. Paul repeated

this PowerPoint presentation for the CSDP members and reviewed the basic rules for the conduct of meetings. He also presented “tools” that chairpersons can use to control the meetings more effectively and efficiently. The following is a copy of the PowerPoint presentation for further review by CSDP members.



CommitteeOperation
s-RROR4TNlv2.pptx

Agenda Item 7 – Committee Reports

Time did not permit the presentation of committee reports. The CSDP EC was advised however that Aaron Alger retracted her resignation as LAB chair but will be taking a few months away from the committee. The committee Vice Chair, Yumi Creason, will assume her role in the interim.

Agenda Item 7 - New/Old Business

No new and/or old business was reported.

The meeting adjourned at 12:35 PM with unanimous approval following a motion by deb and a second by Cody. The next scheduled meeting of the CSDP EC is Thursday, March 14, 2024 at 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
February 8, 2024; 11:00 AM ET

Microsoft Teams meeting

Join on your computer, mobile app or room device

[Click here to join the meeting](#)

Meeting ID: 239 062 270 598

Passcode: qyUqbt

[Download Teams](#) | [Join on the web](#)

Or call in (audio only)

+1 469-340-2365,,955619075# United States, Dallas

Phone Conference ID: 955 619 075#

AGENDA

1. Approval of Agenda
2. Roll Call
3. Review and approval of January 11, 2024 meeting minutes (attached)
4. New Members
5. Updates - SOP 2-100 and SOP 2-101 and Policy 2-100
6. Committee Operations / Robert's Rules of Order
7. Committee Reports
 - a. Accreditation Council
 - b. Asbestos
 - c. Proficiency Testing
 - d. Field Activities
 - e. Quality Management Systems
 - f. Laboratory Accreditation Body
 - g. Chemistry
 - h. Microbiology
 - i. Whole Effluent Toxicity
 - j. Radiochemistry
8. New/Old Business
 - a. Technology Workgroup (Paul)
 - b. Standards Activity & Tracking Spreadsheet
 - c. Committee Member Business?