

**SUMMARY OF THE
TNI CONSENSUS STANDARDS DEVELOPMENT PROGRAM
EXECUTIVE COMMITTEE MEETING
NOVEMBER 14, 2024**

The Executive Committee held a conference call on Thursday 14, 2024, at 11:00 AM EST. Chair Paul Junio led the meeting. The committee met utilizing Microsoft Teams. The call was recorded for the purpose of preparation of meeting minutes.

Agenda item 1 - Roll call

Name	Email	Organization	Present
Aaren Alger	aaren@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	Y
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	N
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 2 – Approval of Agenda

The agenda was previously presented by Paul and is provided as Attachment 1. The agenda was agreed upon by unanimous consent of attendees.

Agenda item 3 - Review and Approval October Minutes

A draft of October 10, 2024, minutes was previously provided for review. After review, a motion by Robin, seconded by Amanda to approve the October minutes, was unanimously approved. September minutes were approved by email ballot. September and October will be submitted to William for posting.

Agenda item 4 – SOP 2-103 Format and Style Guide for Consensus Standards

SOP 2-103 was previously provided and reviewed by the committee. Following the October meeting, two sections of the draft document required further attention. The PA's met and developed alternative language consistent with the comments received in October. Paul presented the modified language for the sections referenced as Acknowledgments and ISO Language. After discussion and minor

modifications, the language in these sections was agreed upon. A motion to approve SOP 2-103 was then presented by Cody and seconded by Kirstin. The vote tally, as required for SOP approval was as follows:

CSDP EC Member	Vote
Aaren Alger	yea
Kirstin Daigle	yea
Katie Strothman	yea
Cody Danielson	yea
Robin Cook	yea
Kevin Holbrooks	yea
Amanda Fehr	yea
Michelle Wade	absent
Michelle McGowan	absent
Theresa Norbert King	absent
Paul Junio	yea
Debbie Bond	yea
Cathy Westerman	Absent

With the required vote of more than a 2/3 positive vote of the committee, the SOP was approved and will be forwarded to the Policy Committee for final review. A copy of the SOP is presented below.



SOP-2-103-Rev1-CSD
P-Style-241114Provisi

Agenda Item 5- Committee Reports

Accreditation Council – The AC is working on developing some informal discussions between assessors from different state programs as a training / networking tool. We plan to try a model wherein once quarterly an AB will plan a videoconference with another AB (or several if AB programs have limited staff) for some “what do you do when ___” or “how do you handle ___” conversations. [A rotation schedule will be developed.] We hope these conversations will facilitate new opportunities for program-to-program consistency-building and provide professional growth opportunities for assessors who don’t routinely travel to TNI meetings. The NELAP AC has committed to trying this format on a quarterly basis starting in early 2025 and evaluating merits after a couple of rounds. Aaren Alger, presenting the LAB, attended the NELAP AC meeting to request AB input on evaluating “ISO Language” in Volume 2 to determine if there are needs to provide clarification or possibly omit some language that does not apply to NELAP ABs. The ABs committed to further review of the ISO language by the end of the year.

Asbestos – The committee meets on a quarterly basis. Their next meeting is October 16, 2024. Robert Hecker of the NYSDoH will be assuming the Chair of the ATEC next year.

Proficiency Testing - The PTEC has completed a review of PTPEC comments (including additional comments received recently) on EL V3 and V4. Upon continuing review of EL V4, a number of inconsistencies, omissions and necessary clarifications particularly with EL V3 were ascertained. The committee decided a virtual complete rewrite was required. A work group was formed with the intent to resolve the identified issues and produce a draft document consistent in its presentation with ISO 17011. The work group has met on several occasions and it’s preparing said draft document. The PTEC has also realized a number of committee vacancies which should be filled by the end of the year.

The PTEC chair also brought up the issue of defining the term “undue delay” and suggested that this may be a topic for BoD resolution.

Field Activity – The committee has not met recently but the comment period on their DS is now closed, and the committee will proceed as per SOP 2-102. The Field Conclave has been rescheduled for early 2025.

Quality Management System – The QMS committee is continuing review of V1M2 and has made it to section 8.7, which we will continue reviewing next week. FYI, this version of V1M2 ends after 8.9.

Laboratory Accreditation Body The committee is looking at clauses in ISO/IEC 17011 that might need clarification or could be deleted, and then will resume addressing submitted comments. Attaining a quorum at meetings is an aspirational goal, and the lack of quorum is interfering with progress for reviewing comments.

Chemistry – The Committee is working to resolve existing SIRs. The committee also continues to work on proposed language changes in Module 4. Numerous comments and suggestions have been received as the CEC continues working through the current version of their DS. The committee has filled the last remaining vacancy on the committee.

Microbiology – The committee continues working on Draft Module 5 and resolving comments while addressing the issue of Technical Specialist and definition of Analytical Disciplines. The Committee is also working on SIR responses. Anticipated committee vacancies and leadership are anticipated for next year. Based upon the status of the revisions to the microbiology module, the current chair will be applying for permission to serve a third term on the committee and remain as the chair.

Whole Effluent Toxicity – The committee is close to completion of review of previously received and some newly received comments. The issue of proficiency testing for WET continues to be unresolved with EPA continuing to require testing according to permit requirements which does not provide effective multi-lab proficiency testing and evidence of competence/compliance with the standard. WET Technical Specialist qualifications for TS in V1M2 are also still being discussed.

Radiochemistry - The Radiochemistry committee continues to address Technical Specialist qualifications and the question of appropriate Analytical Disciplines. Decisions in regard to these issues may require the DS to be re-opened. The committee is also continuing to develop their training/webinar series.

Agenda Item 7 - New/Old Business

No new or old business was presented and/or discussed.

The meeting adjourned at 12:40 PM ET. The next meeting of the CSDP EC is scheduled for 11:00 AM ET on December 12, 2024, utilizing Microsoft Teams.

ATTACHMENT 1

Consensus Standard Development Program Executive Committee
Conference Call
November 14, 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#

1. Roll Call
2. Approval of Agenda
3. Review and approval of October 10, 2024, meeting minutes
4. SOP 2-103 Format and Style Guide for Consensus Standards
5. 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
6. New/Old Business
 - a. Standards Activity & Tracking Spreadsheet
 - b. Committee Member Business?
 - c. Next Meeting – Thursday December 12, 2024 at 11AM Eastern