

SUMMARY OF THE
TNI CONSENSUS STANDARDS DEVELOPMENT (CSD) BOARD MEETING
APRIL 12, 2007

The Board held a meeting via teleconference on Thursday, April 12, 2007, at 11:00 am Eastern Daylight Time (EDT). Chair Ken Jackson led the meeting.

Agenda item 1 – Review of Meeting Summaries and Action Items from the March 15 meeting

The Committee reviewed and approved the March 15, 2007 meeting minutes. Action Item 4 remained uncompleted pending nomination of a member of the PT Committee to join the Uniformity of Standards Committee.

Agenda item 2 – Update on ANSI Accreditation

It was reported that TNI has submitted a reapplication to ANSI, and it has been posted on the ANSI web-site for solicitation of comments. To date, one comment had been received, and would result in only a small editorial change to the Policies Governing Standards Development.

Agenda item 3 - Report on the San Antonio strategic planning session

Ken Jackson gave an overview of the activities at that meeting. In particular, the Board was advised on the discussion that had taken place on the scalability of standards. This was a brainstorming session on how to make the standard more applicable to laboratories of varying size, complexity and scope. The TNI Board will be considering this further.

Agenda item 4 - PT and QS progress on DIS

Anand Mudambi reported via email that the PT Committee is on schedule addressing comments received on their modules.

Bob Di Rienzo said the QS Committee is working through the comments and has about two-dozen written comments and two more meetings before the deadline to vote and complete. The General Requirements module should be completed after the next committee meeting. The other modules may be a little late. Ken Jackson responded that the General Requirements module may need the most editing and review, so that can be started pending delivery of the remaining modules. QS has some concerns about the glossary terms, and stressed that the Uniformity of Standards Committee (USC) will need to review the possible different use of terms in different modules of the standard.

Agenda item 5 - Actions required on DIS after May 15

The DIS will be reviewed concurrently by the USC, Jane and Ken. Following review and editing, it will be sent to Jan Wlodarski for final formatting prior to publication.

Agenda item 6 - Uniformity of Standards Committee membership

Each Expert Committee except PT has nominated a member. Ken Jackson will ask to be on the first conference call of that committee.

Agenda item 7 - Present and planned activities of the FA, OS and AB committees

The FA Committee is forming 3 sub-committees. The first will mount a pilot accreditation program. They hope for grant money to encourage at least one state to be a *guinea pig* for the pilot to test the process; i.e., whether the standard is applicable, its pros and cons and any changes needed for the next standards revision cycle. The second sub-committee will study the accreditation process for FSMOs. The third sub-committee will look at the format and content of the appendices.

The OS Committee is working on: assessor and laboratory surveys (to be an annual event); and revising the general assessor training criteria, and examining the need for more specific technical training courses. Future directions may be revision of the on-site SOPs, and assessor manual, and preparation of a guidance document to replace the old laboratory on-site assessment standard. The committee will work with other TNI committees as appropriate on these activities.

The AB Committee is working with LASP to identify policies and procedures in the old chapter 6 that were not included in their new standard module. AB is offering their help to write policy and procedures. Sharon Mertens will talk more with Carl Kircher on that issue. Sharon is stepping down as committee chair and will be joining the USC.

Agenda item 8 - Evans' challenge on standards development activities

This individual has submitted a comment challenging the process that was followed in the initial development of the standard. A brief factual response, justifying the TNI actions will be prepared by Ken Jackson, who will submit it to this Board for comments and approval. It will then be sent to the TNI Board for transmittal to the commenter.

Agenda item 9 – Any other business

There was no other business and the meeting was adjourned.

The next meeting date/time is May 10, 11:00 am to 1:00 pm ET.

BOARD MEMBERS PRESENT:

Ken Jackson (Chair), Sharon Mertens (Accreditation Body); JoAnn Boyd (At Large); Martin Tait (Field Activities); Denise Rice (On-site Assessment); Robert Di Rienzo (Quality Systems),

Absent: Jane Wilson (Program Administrator); Anand Mudambi (Proficiency Testing)

2007 Meeting Schedule

11:00 am ET to 1:00 pm ET

January 11	July 12
February 8	August 9
March 8 – changed to March 15	September 13
April 12	October 11
May 10	November 8
June 14	December 13

LIST OF ACTION ITEMS

Item No.	Date Proposed	Action	To be Completed By	Date Completed
1	12/14/06	K. Jackson to discuss TNI committee applications with TNI co-chairs and ED	1/11/07	pending
2	1/11/07	K. Jackson to send proposed CSD Board structure to TNI Board/ED	1/31/07	2/9/07
3	2/8/07	K. Jackson to contact Lynn Bradley regarding timing of Standards Policy committee	3/8/07	2/9/07
4	2/8/07	EC chairs to identify reps for Uniformity of Standards committee	3/8/07	complete
5	2/8/07	EC chairs to provide 2007 meeting schedules to John Applewhite for posting on TNI site	3/8/07	complete
6	3/15/07	CSDB to address issues of membership terms	After strategic planning session	pending
7	3/15/07	Ken to update and recirculate CSDB charter	3/22/07	3/16/07
8	3/15/07	Jane to complete draft of Program Worksheet	3/23/07	complete
9	4/12/07	Ken Jackson will prepare a draft response to the Evans' comment	4/19/07	complete

STANDARDS DEVELOPMENT MILESTONES FOR CAMBRIDGE FORUM (AUGUST 20, 2007)

Policy section	Action	Date to be Completed
IS documents		
	Interim Standard posted on TNI site for 15 day preview and 30 day ballot	March 15, 2007
	Interim Standard ballot closes	April 30, 2007
	Votes tallied to confirm TNI membership endorsement	
n/a	Start of Cambridge Forum on Laboratory Accreditation	August 20, 2007
WDS documents		
	Comment period concludes	February 19, 2007
	Expert Committees review and incorporate comments and vote draft out of Committee as Draft	May 21, 2007

Policy section	Action	Date to be Completed
	Interim Standard	
	Draft Interim Standard posted on TNI site for 15 day preview and 30 day ballot	June 15, 2007
	Draft Interim Standard ballot closes	July 30, 2007
	Votes and comments organized for review at Cambridge Forum	
n/a	Start of Cambridge Forum on Laboratory Accreditation	August 20, 2007

**TNI Consensus Standards Development Board Conference Call
04/12/07, 11:00 – 12:55 EDT; 1-641-696-6600/ 45528#**

AGENDA

1. Approval of minutes from the last meeting
2. Update on ANSI accreditation
3. Report on the San Antonio strategic planning session
4. PT and QS progress on DIS
5. Actions required on DIS after May 15
6. Uniformity of Standards Committee membership
7. Present and planned activities of the FA, OS and AB committees
8. Evans' challenge on standards development activities
9. Any other business