

**SUMMARY OF THE  
TNI CONSENSUS STANDARDS DEVELOPMENT (CSD) BOARD MEETING  
MARCH 15, 2007**

The Board held a meeting via teleconference on Thursday, March 15, 2007, at 11:00 am Eastern Daylight Time (EDT). Chair Ken Jackson led the meeting.

**Agenda item 1 – Review of February 2 and February 8, 2007 Meeting Summaries and Action Items**

The Committee reviewed the February 2 and February 8, 2007 meeting minutes and suggested editorial changes. The Committee approved unanimously. Jane will update action item completion dates and forward to John Applewhite for posting on the TNI site.

Action Items:

#1 – Pending – Ken noted that all committees are considered interim in status at the moment.

#2 – Completed

#5 – CSDB structure completed at last meeting – Ken will forward to TNI Board for endorsement

#6 and # 7 – Completed

**Agenda item 2 - Timeline for preparation of DIS and voting on DIS and FS**

For the modules proposed as Final Standards, the document needs to be posted for a 15 day preview period, during which voting is permitted, followed by a 30 day ballot period. This vote is yes/no/abstain; no comments will be solicited. Jane will work with Jerry and John Applewhite to get the documents posted and electronic ballots prepared. The proposed period for balloting is March 15 – April 30.

The Board discussed whether the occurrence of references to other modules not proceeding to final standard status is an issue about which to be concerned. Will this potentially cause a significant number of negative votes? It was noted the Field Activities Committee modules can stand alone, and that ultimately this issue will be addressed by the NELAP Board in determining implementation of the TNI standards. It was agreed that this issue could be addressed in an FAQ format.

For the modules currently in Working Draft Standard (WDS) status, comments can be submitted until February 19. Following the close of the comment period, the Expert Committee has 90 days to incorporate comments, and vote the draft out of Committee as a Draft Interim Standard (DIS) by approximately May 21. The DIS documents shall be prepared for posting on the TNI website by June 15 for a 15 day preview period, during which voting is permitted, followed by a 30 day ballot period. Voting will close July 30, to allow time for organization of votes and comments ahead of the Summer 2007 Forum.

The Board discussed consistency of definitions across the modules. The Board agreed to a policy of adding a note to explain any TNI term usage that deviates from an ISO definition, but not to include the second usage in the definitions. Also, committees should not define words for which definitions are universally established (like “shall”), or for common terms used sparingly in the document. ISO definitions are those contained in ISO 17025 and ISO 17000.

### **Agenda item 3 – Formation and Duties of Ad Hoc committees**

Carl Kircher has expressed interest in participating on the Uniformity of Standards Committee. The Board agreed the remainder of the Committee should consist of one member of each Expert Committee. Expert Committee Chairs should identify their representative as soon as possible. The charge to the USC is to review the uniformity and consistency of the TNI modules, and develop a glossary to support the modules. The USC will not make decisions on definitions, but will make recommendations to Expert Committees, or when needed, the CSD Board.

Lynn Bradley has expressed interest in the Standards Policy Development and Review Committee. The timing of the formation of this Committee is not as critical, as the appeal of ANSI accreditation is unresolved and no further policy changes are under consideration at this time. The formation of this committee will be revisited during the next meeting. Ken will contact Lynn to confirm her interest.

### **Agenda item 4 – Implementation of Procedures for Committee Operations**

Ken reminded the Board that the Committee Operations Policy was finalized and adopted in Denver (approval date of February 2, 2007 to be added). EC Chairs should send John Applewhite the schedule for their regular EC meetings for posting on the TNI site, along with a contact for arranging participation on the conference calls. The Committee Operations document will also be posted along with instructions to register as an Associate member with the Chair in order to be included on the Committee distribution list.

No other agenda items were brought forth by the Board.

The meeting adjourned at 12:30 pm EST.

**The next meeting date/time is April 12, 2007, 11:00 am to 1:00 pm ET.**

#### **BOARD MEMBERS PRESENT:**

Ken Jackson (Chair), Jane Wilson (Program Administrator), Martin Tait (Field Activities); Denise Rice (On-site Assessment); Anand Mudambi (Proficiency Testing); Robert Di Rienzo (Quality Systems)

Absent: Sharon Mertens (Accreditation Body); JoAnn Boyd (At Large);

**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**

<b>Item No.</b>	<b>Date Proposed</b>	<b>Action</b>	<b>To be Completed By</b>	<b>Date Completed</b>
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	Pending for PT and AB
5	2/8/07	EC chairs to provide 2007 meeting schedules to John Applewhite for posting on TNI site	3/8/07	complete

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

<b>Policy section</b>	<b>Action</b>	<b>Date to be Completed</b>
<b>IS documents</b>		
	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
<b>WDS documents</b>		
	Comment period concludes	February 19, 2007
	Expert Committees review and incorporate comments and vote draft out of Committee as Draft Interim Standard	May 21, 2007
	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

**-DRAFT-**

**TNI Consensus Standards Development Board Conference Call  
03/15/07, 11:00 – 12:55 EDT; 1-641-696-6600/ 36189#**

**AGENDA**

1. Approval of minutes from the last meeting (2 sets)
2. Update on ANSI appeal of INELA accreditation
3. Web posting of Procedures for Committee Operations
4. Board and committee terms of appointment
5. Progress on FS voting schedule
6. PT and QS progress on DIS
7. Uniformity of Standards Committee: duties and membership
8. Program Evaluation Worksheet
9. Completion of Board Charter