

SUMMARY OF THE  
**TNI CONSENSUS STANDARDS DEVELOPMENT (CSD) BOARD MEETING**  
JUNE 25, 2007

The Board held a meeting via teleconference on Monday, June 25, 2007, at 11:00 am Eastern Daylight Time (EDT). Chair Ken Jackson led the meeting.

**Agenda item 1 – Approval of Meeting Summary and Action Items from the May 10, 2007 meeting**

The Committee reviewed and approved the May 10, 2007 meeting minutes.

For Action Items, the Uniformity of Standards committee (USC) commenced their work and quickly reviewed all the TNI Draft Interim Standard modules, as well as the Final Standard modules. Comments from the committee on Draft Interim Standards are being submitted through the current balloting process. Comments on the Final Standards will be forwarded to the responsible Expert Committees. The USC work is completed for the moment.

Jane Wilson confirmed that the TNI webmaster can provide access to the ballot comments during the ballot period so the Expert Committees can start organizing them in advance of the Cambridge meeting. She will ask if weekly reports can be provided to the Expert Committees.

**Agenda item 2 – Update on Draft Interim Standards (DIS) status**

Ken Jackson noted that the modules for the Quality Systems (QS) and Proficiency Testing (PT) committees had been posted for balloting on the TNI website. The drafts were posted a few days late, so the voting period may be extended a few days as needed. Jane noted that it is important for the QS and PT expert committee members to vote during this process. Jane will also have John Applewhite send reminders to the TNI membership during the ballot period. The format of the response to comments document used for the Final Standards will also be provided to Anand and Bob for their committees' use.

**Agenda item 3 – Uniformity of Standards Committee (USC)**

Carl Kircher was not able to participate on the call, so Ken briefly reviewed the report provided by the USC. Ken noted that editorial comments (shown in red) were incorporated into the DIS versions posted for ballot. Other substantive comments will be submitted to the ballot process by Carl.

A few substantive comments on the Final Standard modules will be provided to the responsible Expert Committees, but cannot be incorporated at this time. The four Final Standard volumes passed and no appeals were filed.

The USC also discussed the need for a separate glossary of terms for the TNI standards. It is the USC's recommendation to leave glossary terms within the individual modules at

this time as long as a consistency check is being done. The CSD Board concurred with that recommendation.

**Agenda item 4 – Reports from Field Activities, On-Site Assessment, and Accreditation Body committees**

Glenn MacGraw reported that the Field Activities committee has been focused on the organization of a pilot study for the implementation of the Field Sampling standards. They are also discussing what supporting documents are needed for implementation and prepping for their Cambridge session.

Denise Rice reported the On-Site committee has developed several documents for review in Cambridge, e.g., a guidance document from the previous laboratory module, technical course criteria and a survey for assessors. They are also developing a guidance document to support implementation of the On-Site module.

Jeff Flowers reported the Accreditation Body (AB) committee has done a gap analysis of the NELAC section 6 versus the new AB module for presentation to the Laboratory Accreditation committee and TNI Board. It was noted that the new round of accreditation renewals will be performed against the NELAC 2003 standard, so implementation of the new modules may not occur immediately.

**Agenda item 5 – Other business**

Ken noted some comments had been received from ANSI on the TNI procedures and now that the standards are posted for ballot he will take time to review and incorporate the comments. Some appear to be comments that were addressed previously.

Jane asked the committee chairs to let their members know that some funding is available for travel support to the Cambridge meeting – Denise has a committee member that she will refer.

**The Board does not anticipate having sufficient business to conduct a meeting in July. The next meeting date/time is August 9, 11:00 am to 1:00 pm EDT.**

**BOARD MEMBERS PRESENT:**

Ken Jackson (Chair); Jeff Flowers (Accreditation Body); Glenn MacGraw (Field Activities); Denise Rice (On-site Assessment); Robert Di Rienzo (Quality Systems); Anand Mudambi (Proficiency Testing); JoAnn Boyd (At Large); Jane Wilson (Program Administrator)

Absent: None

**2007 Meeting Schedule**

11:00 am ET to 1:00 pm ET

January 11	July 12 - cancelled
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	complete
2	3/15/07	CSDB to address issues of membership terms	After strategic planning session	complete
3	5/10/07	Uniformity of Standards Committee to begin meeting – Chair Carl Kircher	ASAP	complete
4	5/10/07	Jane Wilson to follow-up on access to comments during DIS voting	6/14/07	complete
5	6/25/07	Jane Wilson to work with webmaster on access to DIS comments	July 2, 2007	complete
6	6/25/07	Jane Wilson to coordinate voting reminders to TNI members and QS and PT expert committees	July 20, 2007	complete
7	6/25/07	Ken to follow-up on ANSI comments to TNI standards policies	August 9, 2007	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	May 15, 2007
n/a	Start of Cambridge Forum on Laboratory Accreditation	August 20, 2007
<b>DIS documents</b>		
	Comment period concludes	February 19, 2007
	Expert Committees review and incorporate	May 21, 2007

<b>Policy section</b>	<b>Action</b>	<b>Date to be Completed</b>
	comments and vote draft out of Committee as Draft 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 31, 2007
	Votes and comments organized for review at Cambridge Forum	ongoing
n/a	Start of Cambridge Forum on Laboratory Accreditation	August 20, 2007

**TNI Consensus Standards Development Board Conference Call**  
06/25/07, 11:00 – 12:55 am EDT; Call-in: 1-641-696-6600, 41434#

**AGENDA**

1. Approval of minutes from the last meeting
2. Update on DIS modules for June 15 posting/voting
3. Uniformity of Standards Committee activities
  - a. distribution of comment report
  - b. glossary
4. Brief reports from FAC, OSA, and AB expert committees on current activities
5. Any other business