

**SUMMARY OF THE
TNI CONSENSUS STANDARDS DEVELOPMENT (CSD) BOARD MEETING
JULY 10, 2008**

The Board held a meeting via teleconference on Thursday July, 2008, at 1:00 pm EDT. Chair Ken Jackson led the meeting.

Agenda item 1 – Review and approve June 2, 2008 meeting summary

The Board unanimously approved the June 20, 2008 meeting summary.

Agenda item 2 – Standards publication progress report

Ken reported that minor editorial changes had been made to the “non-ISO” versions of the standards, and they have been submitted for posting on the TNI website

Agenda item 3 – New Air Source Monitoring Expert Committee Update

Several prospective members have expressed an interest in joining this committee. When sufficient people have applied and when balance has been established, the names will be submitted to this Board for approval

Agenda item 4 – Plan for CSDB meeting in Washington D.C.

This meeting will be a working lunch. It was agreed, since the meeting will be towards the end of the week, the agenda will be left open to allow discussion of any issues that may have arisen during the week’s expert committee meetings.

Agenda item 5 – Brief Committee Reports

These reports addressed the expert committee plans for the upcoming Washington DC Forum on Laboratory Accreditation.

Proficiency Testing will report on/discuss the PT frequency issue (about half of their session). Then, they will discuss frequently raised PT topics including experimental PTs (i.e., those issues arising from comments that are "on hold" until the next standards revision cycle).

On-Site Assessment will be presenting comments on technical training course criteria and the basic assessor training course;

Quality Systems will discuss the NELAC checklist and its crosswalk with the new TNI standard. Issues on hold will be discussed and the committee will start on those standard modules that need more work (e.g., radiochemistry, microbiology, asbestos).

Accreditation Body will discuss future goals and objectives, including a comparison of the 2003 NELAC standard with the new TNI standard for Accreditation Bodies.

Field Activities did not report.

BOARD MEMBERS PRESENT:

Ken Jackson (Chair); Jeff Flowers (Accreditation Body); Denise Rice (On-site Assessment); Bob DiRienzo (Quality Systems); Kirstin McCracken (Proficiency Testing); JoAnn Boyd (At-large); Jane Wilson (Program Administrator)

Absent: Marlene Moore (Field Activities)

Next Meeting is August 14, 2008 (at the Forum on Laboratory Accreditation).

2008 Meeting Schedule

1:00 pm ET to 2:30 pm ET

January 17 (Newport Beach)	July 10
February 7 (canceled)	August 14 (Washington DC)
March 13 – changed to March 20	September 11
April 10 (canceled)	October 9
May 8	November 13
June 12	December 11

LIST OF ACTION ITEMS

Item No.	Date Proposed	Action	To be Completed By	Completed?
1	3/20/2008	Add taxonomy proposal to next CSDB agenda	Jane/Ken	done
2	3/20/2008	Work with Policy committee to address circulation of draft committee minutes	Ken	ongoing
3	3/20/2008	Circulate OSA decision making rules to CSDB	Denise	done
4	3/20/2008	Complete editorial revisions to TNI modules	Jane	done
5	3/20/2008	Circulate USC report and modified modules to Expert Committees for review	Ken	done
6	5/08/2008	Expert committee chairs will follow-up with 2008 applicants for membership	EC Chairs	

Item No.	Date Proposed	Action	To be Completed By	Completed?
7	5/08/2008	Identify EC members to mentor new Air PT committee	Board	
8	5/08/2008	Email TNI membership when standards are posted for appeals period	Jane/Ken	

TNI Consensus Standards Development Board Conference Call
07/10/08, 1:00 pm – 2:25 pm ET, Call-in: # 1-218-936-1600, 288414

AGENDA

1. Review and approve June 12, 2008 meeting summary
2. Standards publication progress report
3. New Air Source Monitoring PT Expert Committee update
4. Plan for CSDB meeting in Washington D.C. (Thursday working lunch)
5. Brief Committee Reports
6. Other business