

**SUMMARY OF THE
TNI CONSENSUS STANDARDS DEVELOPMENT (CSD) BOARD MEETING
DECEMBER 11, 2008**

The Board held a meeting via teleconference on Thursday December 11, 2008, at 1:00 pm EST. Chair Ken Jackson led the meeting.

Agenda item 1 – Review and approve November 20, 2008 meeting summary

The Board unanimously approved the November 20, 2008 meeting summary (JoAnn Boyd motion/Kirstin McCracken second).

Review of action items:

- Need PT committee cross walk document for posting; Kirstin reported her committee is working on something similar;
- Interest categories issue was discussed with TNI Board on 12/10 – the Board will address potential revisions to stakeholder group descriptions during next cycle of bylaw revisions. Also noted was difference in terminology between the two documents – interest category vs. stakeholder group;
- TIA SOP changes were circulated; at this point it is not anticipated that TIAs need to be developed before the Miami meeting;
- The SSAS committee charter was revisited since the interest category issue had been discussed with the TNI Board. A motion was made to approve the proposed interest categories for that committee – labs, other, state government, and federal government (Denise Rice motion/Bob DiRienzo second). The motion passed unanimously. The Board had a separate discussion to approve the charter itself Kirstin requested item 13 be clarified. Milestones are currently on track. A motion to approve the modified charter was made (Kirstin McCracken motion/Bob DiRienzo second). The motion was unanimously approved.

Agenda item 2 – Revision of the Procedures Governing Standards Development

Ken reviewed the draft changes to the TNI standards procedures that were provided for review. Ken suggested removing the term “environmental” from the descriptor for laboratories through the document. In general the term “environmental” could be deleted as long as it is clear in individual program areas and standards what types of labs and samples are within the scope. The Board also looked at the definition for Expert Committee – not all TNI standards may be for environmental laboratories and some may not be for accreditation. The Expert Committee definition could be shortened to “development of consensus standards”.

The section 2.3 changes for interest categories were previously voted and accepted by the Board.

Ken worked with Bob and Paul off line to develop the proposed changes to 5.5 for TIAs. The process states the Expert Committee (EC) makes the determination of “emergency nature” along with the Board. The EC has final call on approval of the TIA. The group reviewed the proposed text of 5.5.8 and decided to just include text in the standard’s preface which notes parts of the standard that have TIAs. Denise suggested striking “technical” from the first sentence in 5.5.6, since some TIAs may be administrative in nature.

A motion was made to approve the proposed changes as modified during the meeting (Bob DiRienzo motion/Joann Boyd second). The motion passed unanimously. Ken will send to the Policy committee. Ken will also send to June Flowers and LASC so they are informed of what the anticipated procedure for TIAs will be.

Agenda item 3 – Preparations for Miami Forum

No discussion – will discuss January 8th.

Agenda item 4 – Brief Expert Committee Reports

PT – Kirstin reported the PT Frequency subcommittee is still having ongoing discussions. Judy Morgan’s survey just went to NELAC labs. The PT LASC response has been submitted. PT will likely propose one TIA regarding the implementation of PTRLs in the event that LASC does not propose it. Other issues raised by LASC do not seem like emergencies. The PTRL subcommittee is reviewing LASC comments to develop a guidance document and identify areas that potentially need the TIA. Three new subcommittees will be formed to look at ambient air, whole effluent toxicity, and radiochemistry PT issues, and a microbiology subcommittee may be needed in the future. For the Miami Kirstin expects to spend 1 hr on PT frequency, 1.5-2 hrs on LASC/TIA, and the remainder on subcommittee reports. The committee will need some time after the meeting to finalize the language of any TIAs. State reps are having trouble getting travel approval to attend Miami, so a quorum may not be present.

OSA – Denise noted only one comment was received from LASC requesting development of a guidance document. Her committee is looking at whether to address it as a change to standard because a guidance document will not be binding. The comment refers to required timeframes for reports and responses – communication between the CAB and the AB. The committee would only consider extending the time for the AB, not for the CAB (the CAB just needs to develop the corrective action plan, not have it implemented within the timeframe. Only about ½ of committee will be in attendance in Miami. Her committee is also developing an outline of the basic assessor training.

QS – Bob noted his committee is not having an official committee meeting in Miami, but will be heavily involved in the mentoring sessions on the new standard. QS will have five new members and two rotating off for 2009. The committee has developed a presentation for the mentoring session and has responded to LASC comments. Bob is not sure if any TIAs will be proposed. Any LASC issues raised on Monday’s session will be dealt with

during the next scheduled QS meeting. Most issues are being deferred to next revision cycle. Ken clarified that TNI can still make editorial changes at this point, but we need to be careful what is considered editorial.

SSAS – Maria explained her committee will be presenting three Working Draft Standards in Miami. Voting is ongoing to release the WDSs for publication. Next week the committee will begin talking about database needs to support the SSAS program. She is also trying to recruit field testers to be members of the committee going forward.

Agenda item 5 – CSDB Chair Succession

Ken is retiring from the State of New York in Feb. He plans to keep involved with TNI but may not want to continue chairing the CSDB. He asked for the Board’s thoughts on whether it would be beneficial to have someone from the TNI Board appointed as chair, as it would be helpful for communication and coordination considerations. The group would also need to also consider term of service on the TNI board and ability to stay as chair for a complete cycle of TNI standards development. The group also noted the importance of experience with the consensus standards process. Ken will take back to the TNI Board. Bob DiRienzo is leaving his chairmanship of QS and expressed his interest in the position.

Agenda item 6 – Other business

The 2009 meeting schedule will continue as the second Thursday each month at 1:00 pm EST. A specific meeting CSDB meeting is not yet scheduled for Miami.

BOARD MEMBERS PRESENT:

Ken Jackson (Chair); Bob DiRienzo and Paul Junio (Quality Systems); Denise Rice (On-site Assessment); Jeff Flowers (Accreditation Body); Maria Friedman (SSAS), Joann Boyd (At-Large), Kirstin McCracken (Proficiency Testing), Jane Wilson (Program Administrator)

Absent: Marlene Moore (Field Activities)

Next Meeting is January 8, 2009.

2009 Meeting Schedule

1:00 pm ET to 2:30 pm ET

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

LIST OF ACTION ITEMS

Item No.	Date Proposed	Action	To be Completed By	Completed?
1	3/20/2008	Work with Policy committee to address circulation of draft committee minutes	Ken	ongoing
2	9/11/2008	Investigate mechanism for posting response to appeal as an interpretation	Ken	ongoing
3	11/20/08	EC Chairs to forward cross walk docs to Ken for posting	EC Chairs	Need PT
4	11/20/08	Ken will raise issue of interest category limitations to TNI Board	Ken	done
5	11/20/08	Ken will update TIA SOP revision and circulate for email vote	Ken	done
6	12/11/08	Ken will send amended standards policies to Policy committee	Ken	
7	12/11/08	Ken to discuss CSDB chair needs with TNI Board	Ken	

-DRAFT-

TNI Consensus Standards Development Board Conference Call
12/11/08, 1:00 pm – 2:25 pm EST, Call-in: # 1-218-936-4700, 288414

AGENDA

1. Review and approve November 20, 2008 meeting summary and review action items
2. Revision of the Procedures Governing Standards Development
3. Preparations for Miami Forum
4. Brief Expert Committee Reports
5. CSDB Chair Succession
6. Other business