

**SUMMARY OF THE
TNI CONSENSUS STANDARDS DEVELOPMENT (CSD) BOARD MEETING
FEBRUARY 12, 2009**

The Board held a meeting via teleconference on Thursday February 12, 2009, at 1:00 pm EST. Chair Ken Jackson led the meeting.

Agenda item 1 – Review and approve December 11, 2008 meeting summary

The Board unanimously approved the December 11, 2008 meeting summary (Paul Junio motion/JoAnn Boyd second).

Review of action items:

- Issues for circulation of minutes and posting interpretations are still open
- Cross-walk document is not formally done for PT – is it still needed? Original intent was to provide guidance for LASC during review process. Cross-walks can also be used to explain the differences from NELAC 2003 to other stakeholders. Different groups have approached the cross-walk differently. PT has a presentation that they have developed that can serve as their cross-walk.
- Amended standards policies have been provided to policy committee and approved. TNI Board circulated the proposal yesterday for email vote.
- Ken has informally discussed chair succession needs with TNI Board members, and the topic is on the CSDB agenda for today.

Agenda item 2 – Amended standards (editorial changes and TIAs)

Timelines proposed for completion of the TNI standards and Tentative Interim Amendments (TIAs) at Miami:

TIAs drafted and voted – February 2009

Finalize TIAs – March 2009

Post final TNI standards with editorial changes – May 2009

Guidance documents developed and approved – July 2009

Ken asked each Expert Committee to provide and update on status:

PT Committee:

Kirstin reported the committee reviewed editorial changes during their last call, but did not yet review the TIAs. Two editorial changes proposed by LASC are controversial. LASC comment #15 – the committee viewed as a new requirement and would require a TIA. Comment #10 – the committee discussed whether it could be removed as proposed and whether it needs more review for consistency. It potentially might hurt to remove it, and it is not of an emergency nature. Comment #14 LASC suggestion for letting assessor re-label PT result as acceptable/ non-acceptable could need a TIA. Kirstin anticipates the committee will keep to the proposed timeline to be done with TIAs at the end of March. She expects six total TIAs.

OSA Committee:

Denise noted her committee hadn't received any editorial changes from LASC. They are working on a guidance document. LASC asked for development of a procedure to be used when timelines in the OSA standard cannot be met. It cannot be addressed with a guidance document as guidance can't be enforced. A TIA is not appropriate as it is not of emergency nature. Professional mechanisms to negotiate the timeline can be used. Denise stated her committee hasn't gotten any feedback from LASC, so they are not sure what their thoughts are. LASC approval is not needed. Kirstin recommended providing a response back to LASC, which can then be provided to the NELAP Board. Dialog should go back and forth to LASC through CSDB. The idea is to reach a compromise on what is needed. Denise will touch base with Ilona. No TIAs or editorial changes were requested.

QS Committee:

Paul reported his committee is set with editorial changes. A guidance document for DOC was requested by LASC, but the QS committee doesn't think it is needed. No TIAs were identified.

AB Committee:

Jeff noted his committee is meeting next week. No editorial changes are in process. His committee is considering two TIAs.

Ken will send the current version of the revised standards SOP for reference to the TIA process. All committees should send editorials to Ken and Jane as soon as possible for review.

Agenda item 3 – CSDB Chair Succession

Ken is retiring in two weeks, but plans on continuing with TNI. He would like to stay on the CSD Board, but not as Chair. He is willing to stay on as Chair through review of the standards/finalization process to provide a transition for the incoming Chair. Jeff suggested bringing someone on as co-chair as a training period while Ken is still chair. Jeff has talked to Bob Wyeth about becoming chair. Bob DiRienzo had also expressed interest. Jeff nominated Bob Wyeth. Paul seconded. Board members noted that Bob is well-respected and supportive of the consensus standards process. It was suggested to invite him to be chair as soon as feasible to have a smooth transition.

All members were in favor (5) in a voice vote. Ken will contact Bob about the appointment.

Agenda item 4 – Brief Expert Committee Reports

PT – Three members have rotated off, and the committee needs another AB representative to achieve balance. PT frequency is the other big focus for 2009.

FAC – The committee is working on creating the accreditation program for FSMOs. Currently they are developing a pilot and will report back to the TNI Board in 6 months. There will be an article in the next TNI newsletter. The issue is the FSMO accreditation is not within the NELAP structure. State ABs would have to potentially accept non-state ABs accreditations. How all this programming will work at TNI is undefined and is what FAC is trying to determine. Some states

don't have the ability to address field sampling yet. The pilot program may be wider than just stack testers. Marlene agreed to also go back to the NELAP Board to verify what they see as their role in FSMO accreditation.

No other committee reports were provided.

Agenda item 5 – Other business

Paul proposed an additional agenda item on guidance documents. Ken verified they do have to be controlled documents, but a specific format is not required. There are several options – they can be an integral part of the standard e.g., bound to it or as an annex. DoD uses a “gray box” to indicate additional requirements or guidance material within the body of the standard. Jane noted the issue of making sure to differentiate for the user what has and has not gone through the consensus process.

The Board concurred more discussion is needed at the next meeting.

BOARD MEMBERS PRESENT:

Ken Jackson (Chair); Paul Junio (Quality Systems); Denise Rice (On-site Assessment); Jeff Flowers (Accreditation Body); Joann Boyd (At-Large); Kirstin McCracken (Proficiency Testing); Shawn Kassner (Proficiency Testing – observer); Marlene Moore (Field Activities); Jane Wilson (Program Administrator)

Absent: Maria Friedman (SSAS)

Next Meeting is March 12, 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	Ken	ongoing

Item No.	Date Proposed	Action	To be Completed By	Completed?
		posting response to appeal as an interpretation		
3	2/12/09	Ken to send current draft of TIA policy to EC Chairs	Ken	
4	2/12/09	Ken to contact Bob Wyeth about nomination to be CSDB Chair	Ken	
5	2/12/09	EC Chairs to forward editorial changes to Ken and Jane for review	EC chairs	
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TNI Consensus Standards Development Board Conference Call
02/12/09, 1:00 pm – 2:25 pm EST, Call-in: # 1-218-936-4700, 288414

AGENDA

1. Review and approve December 11, 2008 meeting summary and review action items
2. Amended standards (editorial changes and TIAs)
3. CSDB Chair Succession
4. Brief Expert Committee Reports
5. Other business