

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

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

**Agenda item 1 – Review and approve February 12, 2009 meeting summary**

The Board reviewed the meeting summary from February 12, 2009 and the minutes were accepted as drafted (motion JoAnn Boyd/second Maria Friedman). Dave Spies abstained.

Review of action items:

- Action items 1-2 are pending with Ken Jackson
- Action items 3-4-5 were completed

**Agenda item 2 – Discussion of editorial changes in response to the LASC report**

The Board briefly discussed the timeline for guidance document development based on NELAP needs. Ken will check on the flowchart developed by the TNI Board at their January meeting. The OSA committee had sent a communication regarding the LASC request for an OSA guidance document. OSA has concluded a guidance document will not be developed.

The Board reviewed the summary of editorial changes to the Quality Systems (QS) and Proficiency Testing (PT) modules sent by Ken sent on March 6.

PT Committee:

LASC #10: V1M1, 4.2.1 – The Board discussed whether the proposed change was editorial in nature. It is language that appears in another PT module, but reviewers may not have reviewed all modules of the PT standards, just those that applied to their type of organization. Since there was some question on the editorial nature of the change, it was suggested it be processed as a Tentative Interim Amendment.

LASC #12: V2M2, 5.1.4 – The Board agreed this is editorial.

LASC #13: V2M2, 5.2.1 – The Board noted the need to not strike the word “laboratory” from the suggested change. The Board suggested the wording could remain the same but just delete the word “successfully”.

LASC #16: V3, additional item 2.6 – The Board agreed this is editorial.

LASC #17: V4, 4.3.2 – The Board agreed this is editorial.

LASC #18: V4, 6.5.2 – The Board suggested leaving the term as “revoke”. Withdrawal is something done voluntarily by the lab not the PTPA..

QS Committee:

The Board discussed the changes throughout the QS modules regarding use of the terms “test” method, “reference” method, and “standard” method. Paul supports deleting “test” used with method, but there are definitions for both “test method” and “method”. The “test method” definition is not needed if the term is not going to be used in the modules. The Board agreed it is an editorial change to delete the “test method” definition and delete “test” when use in conjunction with “method”.

The Board also discussed the change to “reference method” from “standard method”, although “standard method” is used in ISO language. Paul suggested adding a statement such that “When ISO refers to ‘standard method’, the term is equivalent to ‘reference method’.

There is an issue with modules that contain ISO language – it’s an issue with all of the technical modules and can’t be corrected at this point.

The Board reviewed the QS modules and concurred with the editorial changes. The tracked changes will be forwarded to LASC for review and Paul will update response document.

Other committees did not have editorial revisions for review.

### **Agenda item 3 – Tentative Interim Amendments**

The TIAs proposed by the Accreditation Body committee were recently voted down, so they will not be finalizing any TIAs. Ken will follow up with Kirstin on the TIAs being developed by the PT committee and to encourage email voting for efficiency.

### **Agenda item 4 – QS and PT Checklists**

Ken noted that the topic of checklists for the new TNI standards came up on TNI Board call of March 11. The checklists were previously development under the Onsite Assessment area, but under the current structure, it is proposed they be developed by the Quality Systems and Proficiency Testing Committees. It was suggested to make sure some assessors are involved in the development process. The checklists are not needed immediately, as NELAP can adopt the standards without them being finalized.

### **Agenda item 5 – Guidance Document Format**

Deferred to next meeting.

### **Agenda item 6 – Brief Expert Committee Reports**

SSAS Expert Committee is on track to have voting draft standards (VDS) completed for voting by the TNI membership this spring. Direction is still needed on the section/volume information for the SSAS documents within the TNI standards library. Jane will contact Jerry Parr about this.

**BOARD MEMBERS PRESENT:**

Ken Jackson (Chair); Paul Junio (Quality Systems); Denise Rice (On-site Assessment); Joann Boyd (At-Large); Maria Friedman (SSAS); Dave Speis (Field Activities – for Marlene Moore); Jane Wilson (Program Administrator)

Absent: Joe Aiello (Accreditation Body), Kirstin McCracken (Proficiency Testing)

**Next Meeting is April 9, 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**

<b>Item No.</b>	<b>Date Proposed</b>	<b>Action</b>	<b>To be Completed By</b>	<b>Completed?</b>
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	2/12/09	Ken to send current draft of TIA policy to EC Chairs	Ken	Complete
4	2/12/09	Ken to contact Bob Wyeth about nomination to be CSDB Chair	Ken	Complete
5	2/12/09	EC Chairs to forward editorial changes to Ken and Jane for review	EC chairs	Complete
6	3/12/2009	Update CSDB on timeline for guidance document development	Ken	
7	3/12/2009	Responses on editorial changes will be sent back	QS and PT committees	

<b>Item No.</b>	<b>Date Proposed</b>	<b>Action</b>	<b>To be Completed By</b>	<b>Completed?</b>
		to LASC		
8	3/12/2009	Determine section and volume information for SSAS standards	Jane	
9	3/12/2009	Contact Kirstin about TIA development and approval for PT committee	Ken	

**-DRAFT-**

**TNI Consensus Standards Development Board Conference Call**  
03/12/09, 1:00 pm – 2:25 pm EDT, Call-in: # 1-218-936-4700, 288414

**AGENDA**

1. Review and approve February 12, 2009 meeting summary and review action items
2. Discussion of editorial changes in response to the LASC report
3. Tentative Interim Amendments
4. QS and PT Checklists
5. Guidance Document Format
6. Brief Expert Committee Reports
7. Other business