

**SUMMARY OF THE
TNI CONSENSUS STANDARDS DEVELOPMENT (CSD) BOARD MEETING
MAY 14, 2009**

The Board held a meeting via teleconference on Thursday May 14, 2009, at 1:00 pm EDT. Chair Ken Jackson led the meeting.

Agenda item 1 – Review and approve April 9, 2009 meeting summary

The Board reviewed the meeting summary from April 9, 2009. Ken noted one editorial correction and Jane added that she was not on this call.

Bob Wyeth noted that further discussion on guidance documents took place on the TNI Board call of May 13, 2009. The CSDB discussed its role in guidance documents. Ken suggested that if guidance documents are requested by the customer (NELAP), they should be developed. Kirstin noted that right now it's LASC that has suggested the need for guidance documents, and it's not clear what NELAP wants. There are some pitfalls associated with guidance documents, since guidance often is perceived as the only acceptable interpretation of an issue. Also there is a need to support the standard itself, which was written with the expectation that additional guidance would not be needed – users can access the interpretation process if clarification is needed. Guidance can also start to be perceived as part of the standard.

Bob moved to accept the minutes as amended/Kirstin seconded. All were in favor.

Review of outstanding action items:

Item 2 – Ken has request sent to Jerry

Item 8 – Volume and Module designations set; waiting on Sector assignment

Item 10 – Completed

Item 11 – Request sent to LASC by Ken

Agenda item 2 – Status of TIAs

Quality Systems:

Paul provided background on the need for a TIA regarding the radiochemistry module. A request for interpretation on the NELAC 2003 standard prompted it. A change was made to the requirements for gas proportional counters to conduct a background count from weekly to daily frequency. In actual practice a lab could spend several hours on a daily basis just doing the background count and process only a small number of samples. A weekly background count requirement is more manageable.

CSDB vote on emergency nature:

Paul – yes

Kirstin – yes

Denise – yes
Bob – yes
Marlene – yes
Maria – yes

The proposed Quality Systems TIA was concluded to be of an emergency nature.

Proficiency Testing:

Kirstin summarized that seven comments were received on the posted TIAs. The PT committee has reviewed the comments and six were deemed to be non-persuasive. One is persuasive but has an error in it. The PT committee will correct the error and amend the relevant TIA accordingly. The Board discussed the next steps for that case. It was suggested that the amended TIA should be provided to LASC for their information on the disposition of that issue. Jane and Ken will work to put the PT TIAs into the master standards.

The final TIA from the PT committee is related to the change to PRTLs and there were several options to address it. The PT committee sought input from the NELAP Board in addressing this issue, and the NELAP Board indicated their preference in how to resolve it. The TIA provides a mechanism for an AB to overturn the PT score if it is determined that the PT provider did not assess it correctly. However, the PT report will not be corrected automatically, the lab will need to work with the provider on that. The TIA ties into PT Volume 3, section 10.3, and supports that there is no provision for PT providers to add more to the scoring criteria than what is required by the standard.

CSDB vote on emergency nature:

Robin (proxy for Paul Junio) – yes
Joe – yes
Kirstin – yes
Denise – yes
Bob – yes
Marlene – yes
Maria – yes

The proposed Proficiency Testing TIA was concluded to be of an emergency nature.

Jane will send both of the TIAs to Jerry for posting.

The Board also discussed Jerry's suggested summary report on action taken by the CSDB on the TIAs/editorial changes to summarize disposition of the LASC comments. This report would also facilitate NELAP's review of the standards. Bob noted that LASC has also asked that their spreadsheet be used for a similar purpose (essentially add another column to their report). Jerry's request is more of a narrative format. Bob noted that the expert committees would probably have to develop the content, since they have been closer to these issues than the CSDB.

Kirstin understands the benefit of such a summary for the PT area. While there are not major changes, many people did not participate in the standards process and do not understand the new standards. If needed, the QS and PT expert committees should probably handle this request.

The Board agreed to add the brief resolution to the LASC report (extra column), and provide the larger narrative explanation for just the TIAs. Ken asked that PT and QS to get started on the TIA explanations, and Ken and Jane will work on the LASC report column.

Agenda item 3 – Expert Committee Reports

QS – Robin reported the committee is discussing updates to the quality manual template to reflect the new TNI standard. They have developed responses to interpretation questions and are also working on updating the on-site assessment checklist.

AB – Joe noted that a checklist had come up in his committee’s discussions, but he is not sure which checklist it is and will get more details. They have developed a crosswalk document between NELAC and the new standard. They are still working on the alternate membership issue (associate/affiliate) as a means to broaden the representation of the NELAP Board.

Ken asked if there is a need for coordination on development of different parts of updated checklist. QS has been working on the portions relevant to their modules and PT hasn’t started working on this yet. CSDB review the status after the checklist is done by QS to make sure everything is included.

PT – Kirstin reported her committee has doubled up on monthly calls – one is being devoted to the PT frequency issue. They have updated their charter for 2009 and have been developing and completing the TIAs. She noted the expert committee has established several subcommittees that have been difficult to fill with volunteers. The committee needs to reconnect to EPA staff to replace Anand. The committee is starting to prepare for San Antonio. Joe addressed some rumors he has heard about his comments on the New Jersey program regarding the potential change in PT frequency.

OSA – Denise reported her committee is finishing up development of some guidance documents. Assessor behavior is being added to training as a result of previous survey results (to add basics of expected professional behavior).

Ken reminded the Board of the need to update charters for CSDB and the expert committees (this will be an item for the next meeting).

SSAS – Maria noted the three Voting Draft Standards (VDS) were voted out of committee. The VDSs have been sent to the webmaster to be posted; They will be posted as soon as balloting system is completed.

Agenda item 4 – Other business

No other business was offered.

BOARD MEMBERS PRESENT:

Joe Aiello (Accreditation Body); Ken Jackson (Chair); Paul Junio (Quality Systems); Robin Cook (Quality Systems – proxy); Maria Friedman (SSAS); Marlene Moore (Field Activities); Denise Rice (On-site Assessment); Bob Wyeth (Vice Chair); Jane Wilson (Program Administrator)

Absent: JoAnn Boyd (At-large)

Next Meeting is June 11, 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	9/11/2008	Investigate mechanism for posting response to appeal as an interpretation	Ken	Ongoing – Jerry has been contacted
2	3/12/2009	Determine section and volume information for SSAS standards	Jane	Sector designation outstanding
3	5/14/2009	Send new TIAs to Jerry for public comment posting	Jane	Completed
4	5/14/2009	Add brief resolutions to LASC report	Ken/Jane	
5	5/14/2009	Develop summaries of TIA actions	QS and PT ECs	
6	5/14/2009	Charter review discussion for next CSDB meeting	Jane	

-DRAFT-

TNI Consensus Standards Development Board Conference Call
05/14/09, 1:00 pm – 2:25 pm EDT, Call-in: # 1-218-936-4700, 288414

AGENDA

1. Review and approve April 9, 2009 meeting summary and review action items
2. Status of TIAs
3. Expert Committee Reports
4. Other business