

**SUMMARY OF THE  
TNI CONSENSUS STANDARDS DEVELOPMENT  
EXECUTIVE COMMITTEE MEETING  
JANUARY 12, 2012**

The Executive Committee held a conference call on Thursday January 12, 2012, at 1:00 pm EST. Chair Bob Wyeth led the meeting.

Agenda item 1 – Roll call

Attendance:

Joe Aiello, Accreditation Body	present
JoAnn Boyd, At Large Member	present
Justin Brown, Field Activities	absent
Richard Burrows, Environmental Measurement Methods	present
Maria Friedman, Stationary Source Audit Sample	absent
Silky Labie, Quality Systems	present
Mitzi Miller, Proficiency Testing	present
Jane Wilson, At Large Member	present
Bob Wyeth, Chairman, At Large Member	present
Ken Jackson, Program Administrator	present

Agenda Item 2 – Review and Approval of November 10, 2011 Meeting Minutes

The draft minutes were adopted unanimously by the committee; moved by Silkie, seconded by Jane.

It was noted there was no conference call in December 2012.

Agenda Item 3 – Revised Charters

Joe advised that the Accreditation Body revised charter is expected to be approved in Sarasota. Ken reported that the rest of the Expert Committee charters and the CSD Executive Committee charter have been submitted to the webmaster for posting.

Bob said Jerry had clarified that all Executive Committees report to the TNI Board of Directors, which therefore approves their charters.

Agenda Item 4 – Clarification on Notes. Verification by Expert Committee chairs regarding ISO compliance; any changes required.

Silky noted a few sections in the AB standard that still needed attention. Any item headed “Note” is not mandatory, and the TNI standard clauses in Volume 2 have several notes that need to be changed. Joe reported that the AB committee has this in hand. Most will not need a standard modification, but some may do. Ken and Jane volunteered to review the changes that will be made by the committee, and will give their opinions on whether there will be a need to change the standard.

#### Agenda Item 5 – Expert Committee reports

- Accreditation Body

Joe reported the committee is working on its charter and has to decide whether it should include completed activities as well as planned activities. They are also working on the Accreditation Body Task Force recommendations. Criteria for third party assessors are being considered, together with the role of TNI (if any) for qualifying them. Administrative support services include the generic application, which has been completed in draft form.

- Quality Systems

Silky said voting was now open on the VDS (Jerry had notified members by e-mail), and although voting will not yet be complete the committee will consider comments received to date in Sarasota. This process will be completed during the August meeting in Washington DC. Five members are rotating off the committee and they propose to replace 4 of them so the membership total will be 15. They will lose representatives from DOD, A2LA, an asbestos AB and a laboratory. They have enough applicants to fill all positions and are hoping to appoint a radiochemistry expert. They expect to announce the new appointments in Sarasota.

- Field Activities

Justin reported by e-mail that committee members were reviewing the suggestions on the WDS and their responses to identify the most significant potential changes, the most "controversial", or those likely to warrant the most discussion. Those will be the sections of the standard the committee will cover during the working meeting in Sarasota.

- Proficiency Testing

Mitzi reported the committee had been meeting weekly by conference call. Language for the WDS is complete for Volume 1, and Volume 2 should be complete before the Sarasota meeting. The committee plans to present Volumes 1 and 2 in Sarasota and will take comments on the other volumes.

- Stationary Source Audit Sample

No report

- Environmental Measurement Methods

The committee has prepared a list of items that may or may not need to be in the standard. A straw vote by the committee showed lack of consensus on some of those items. Committee members will prepare brief statements to present and discuss in Sarasota. The committee will vote at the end of the session which items to incorporate in the standard.

#### Agenda Item 6 – EMMEC/QS implementation Work Group

This has not yet been formed.

Agenda Item 7 – Guidance Document for Development and Maintenance of Standards regarding structure, formatting and Style.

The workgroup plans to have its first meeting on January 16.

#### Agenda Item 8 – PT Committee WET TIA

Mitzi reported that for V1M1 the Accreditation Council has indicated it would be acceptable to go back to the old NELAC 2003 requirements provided the FoPT table is in agreement. This will be presented as a TIA. V3 is also consistent with the old standard. This has been taken care of in the new WDS. A proposed addition is to change the study closing date to “no more than 90 days after the opening date”. Mitzi said that change would not have to back to the committee for its approval. It was moved by Richard and seconded by Jane to add the following language to the TIA: “For Whole Effluent Toxicity Testing fields of proficiency testing, the study closing date shall be ninety (90) calendar days after the opening date of the study”. All were in favor.

#### Agenda Item 9 – Sarasota Meeting

The CSD executive Committee meets on February 1, 1:00 – 3:15. In Bob’s absence, Ken will chair the meeting.

#### Agenda Item 10 – Old Business

- a. SOP 2-101 Revision

Revised version 1.1 was presented with the following proposed changes:

Section 2.1.2.3. Removal of “On-Site Assessment” from the name of the Accreditation Body/On-Site Assessment Committee.

Section 2.4.11 revised to state “Committee Member nominees will be informed about the acceptance of their nomination by the Committee Chair as soon as practicable but within 10 days of the decision of the Chair of the TNI Board of Directors. Nominees accepted by the TNI Board of Directors are eligible to vote on committee matters immediately upon notification and acceptance to the committee; new members however should become completely familiar with the issues being voted upon or recuse themselves from such votes of the committee. Any individual may participate on a Committee as an Associate Committee Member.

It was moved by Silky and seconded by Jane to approve these changes. This was approved unanimously with 6 Committee Members voting.

b. SOP 2-100 revision

Revised version 1.2 was presented with the following proposed changes:

Section 5.5.5 was amended to read “If the Consensus Standards Development Board determines that the proposed Tentative Interim Amendment meets the requirements of Section 5.5.2, and if it has the endorsement of at least one Committee Member of the relevant Expert Committee, the proposed Tentative Interim Amendment shall be published together with a notice that any person interested may comment on the TIA to the Consensus Standards Development Board within fifteen (15) days. Proposals to re-open any section of or part of a module/standard that has been previously developed through the consensus process and that do not meet the requirements of a TIA (see 5.5.1 and 5.5.2) shall be addressed through the periodic review and revision of the applicable module/standard (see 7.0).”

The above addition to Section 5.5.5 replaced Section 5.10, which would be deleted.

It was moved by Silky and seconded by Jane to approve these changes. However, the committee no longer had a quorum, so Bob will have members vote by e-mail.

It was noted that the amended SOP 2-100 will have to be sent to ANSI for approval.

#### Adjournment

The meeting was adjourned at 2:50 PM EST on a motion from Jane and seconded by Silky.

Consensus Standard Development Executive Committee  
Conference Call  
January 12, 2012; 1:00 PM EDT  
1-218-936- 4700; code 822174#  
AGENDA

2. Roll Call
3. Review and approval of November minutes
4. Revised Charters
  - a. Executive Committees
5. Clarification on Notes
  - a. Verification by Expert Committee chairs regarding ISO compliance; any changes required
6. Expert Committee Reports
  - a. Field Activities
  - b. Proficiency Testing
  - c. Quality Systems
    - i. Voting draft standard status
  - d. Accreditation Body
  - e. Stationary Source Audit Sample
  - f. Environmental Monitoring Methods
7. EMMEC/QS Implementation Work Group
8. Guidance Document for Development and Maintenance of Standards regarding structure, formatting and Style.
  - a. Establish a working group ; not yet convened
9. PT Committee WET TIA
10. Sarasota Meeting
11. Old Business
  - a. SOP 2-101 Revision
  - b. SOP 2-100 Revision