

**SUMMARY OF THE
TNI CONSENSUS STANDARDS DEVELOPMENT PROGRAM
EXECUTIVE COMMITTEE MEETING
FEBRUARY 2, 2011**

The Executive Committee held a meeting on Wednesday February 2, 2011, at 12:00 pm ET during the Savannah Forum on Laboratory Accreditation. Chair Bob Wyeth led the meeting.

Agenda item 1 – Roll call

Attendance:

Bob Wyeth, Chairman, At Large Member	present
John Gumper, On-Site Assessment	present
Silky Labie, Quality Systems	absent
Ken Jackson, At Large Member	absent
JoAnn Boyd, At Large Member	present
Joe Aiello, Accreditation Body	present
Maria Friedman, Stationary Source Audit Sample	present
Marlene Moore, Field Activities	present
Kirstin McCracken, Proficiency Testing	present
Richard Burrows, Environmental Measurement Methods	absent
Jane Wilson, TNI Staff	present
Jerry Parr, TNI Executive Director (guest)	present

Agenda Item 2 – Review and approval of January 13 meeting minutes

Only Silky responded to the request for email votes. Approval of the minutes was postponed until the next CSD EC meeting to allow sufficient time for members to review.

Agenda Item 3 – Charter Renewals

Marlene reported that FAC had just approved its charter at its session earlier in the day.

John stated his committee will update its charter based on the feedback provided at its session with respect to items to re-evaluate in the OSA module.

Kirstin expects to have an update completed in the next few weeks.

Joe added that his update was completed, although they may add some items based on discussion at the AB session.

Maria stated the SSAS charter update was approved at the morning session.

Bob indicated some updates to SOPs are needed to recognize the new Environmental Measurement Methods committee.

Agenda Item 4 – Expert Committee Reports

- Accreditation Body

Joe reported on four topics of discussion:

- 1) Membership openings – will do outreach and recruit a liaison to LAS EC
- 2) Presentation on how to become an AB is being updated by Lynn Bradley
- 3) Ideas from brainstorming on how ABs can improve and streamline activities were very similar to AB Task Force discussions
- 4) Reduced EPA Regions role in future AB evaluations

- On-Site Assessment

John reviewed three topics discussed at the OSA session as possible areas to re-open the OSA module for revision:

- 1) Potential change in laboratory assessment frequency – discussion indicated general support for current 2 year + 6 months schedule
- 2) Training requirements for assessors – discussion indicated support for adding material from NELAC appendices back into the standard, since current language does not provide specifics
- 3) Technical training requirements for assessors – is the intent for the assessor to have a base level of technical knowledge or be able to pass an exam in each technical discipline and is it more valuable to know how to assess than to have detailed technical knowledge.

It was noted that ABs will need training in ISO 17011 and how to implement it. John also suggested a future discussion topic will be whether the AB and OSA committees should be combined.

- Field Activities

Marlene stated the FAC moved several actions items forward at their session, such as approval of SIRs. The FAC will be opening the FSMO standards for review, and has started to request comments. She anticipates having a Working Draft Standard for the winter 2012 TNI meeting.

Marlene noted a question had arisen regarding committee alternates if a voting member is absent. Another individual can participate in their place as an alternate, but they will be participating as an Associate member and cannot vote. This is an item that should be reviewed in SOP 2-101 Expert Committee Operations.

- Stationary Source Audit Sample

Maria reviewed the agenda from the SSAS session:

- 1) Approved annual charter update

- 2) Discussed comments provided by EPA SSAP program on the TNI SSAS standards and identified two topics for further discussion:
 - a. The need for mutual recognition agreements between provider accreditors – is this applicable for the SSAS program, since there are two accreditors
 - b. The potential addition of interferences in audit samples – is this too complex and how will equivalency of samples be ensured.
- 3) The committee needs to document in detail how the values in the SSAS table were generated – Maria will work with Carl Kircher on this.
 - Proficiency Testing

Kirstin explained that the PT session started with a recap of what had happened over the previous year, and how the PT committee has been trying to determine the best course of action to resolve the implementation issues that have been identified for the PT modules.

The committee has decided to move forward with development of TIAs to address five subject areas of contention. These were reviewed and discussed during the PT session. Kirstin noted that a good cross section of stakeholders was in attendance, and the committee received valuable feedback on the proposals for the following:

- 1) One area is Whole Effluent toxicity (WET) – this will be addressed by inserting language derived from the NELAC 2003 standard.
- 2) The other four topics are implementation concerns from the NELAP AC.

Following the completion of TIAs, the committee will commence development of a WDS for public comment over the summer.

Reports were not available for the Quality Systems and Environmental Measurement Methods committees.

Agenda Item 5 – Quality Systems Committee Voting Status

As Silky was not present, Bob explained that the QS committee did not comply with the requirements of the SOP consensus voting requirements. A potential option was to re-open the ballot for a short period (to all TNI members) to allow for submission of additional votes. The SOP 2-100 requirements can also be revised, although that may not impact the resolution of the current issue. It was determined that the CSD EC will report the issue to the TNI Board at its afternoon session and provide a recommendation to the Board for endorsement.

Next meeting March 10, 2011 at 1:00 pm ET.

2011 Meeting Schedule

Second Thursday 1:00 pm ET to 2:30 pm ET

January 13	July 14
February 2 – Savannah forum	Seattle forum
February 10	August 11
March 10	September 8

April 14	October 13
May 12	November 10
June 9	December 8

LIST OF ACTION ITEMS TO BE COMPLETED

Item No.	Date Proposed	Action	Assigned to:	To be Completed by:
1	3/12/09	Determine sector and volume information for SSAS standards	Jane	Volume info complete – need TNI Board decision on sector
2	9/9/10	Ensure new versions of SOPs 2-100 and 2-101 are posted	Jane	complete
3	9/9/10	Communicate to Expert Committee chairs regarding several issues covered in Sept 9 meeting	Bob	complete
4	1/13/11	Jane to distribute charters for updating	Jane	
5	12/9/10	Chairs to update charters for 2011	EC Chairs	ongoing
6	12/9/10	Chairs to forward QMP comments to Lynn Bradley	EC Chairs	ongoing