

**SUMMARY OF THE
TNI CONSENSUS STANDARDS DEVELOPMENT
EXECUTIVE COMMITTEE MEETING
FEBRUARY 13, 2014**

The Executive Committee held a conference call on Thursday, February 13, 2014, at 1:00 pm EDT. Chair Bob Wyeth led the meeting.

Agenda item 1 – Roll call

Attendance:

Jeff Flowers, Lab Accreditation Body	Absent
JoAnn Boyd, At Large Member	Present
Justin Brown, Field Activities	Absent
Richard Burrows, Environmental Measurement Methods	Absent
Robin Cook, Microbiology	Present
Jessica Evans, At Large Member	Present
Maria Friedman, Stationary Source Audit Sample	Present
Paul Junio, Quality Systems	Absent
Shawn Kassner, Proficiency Testing	Present
Bob Shannon, Radiochemistry	Absent
Bob Wyeth, Chairman, At Large Member	Present
Ken Jackson, Program Administrator	Absent
Iлона Taunton, TNI staff	Present

Agenda Item 2 – Review and approval of January 16, 2013 minutes

It was moved by Shawn and seconded by Maria to approve the minutes. All were in favor.

Agenda Item 3 – Charter revisions; schedule for delivery of remaining charters

Field Activities, Radiochemistry, Accreditation Body, and Microbiology had delivered charters in the new format. Maria said the Stationary Sources Audit sample charter was complete and was the subject of a call the previous week. She said she would send it to Bob right away. No charter had yet been received from Chemistry or Quality Systems. Shawn said the Proficiency Testing committee charter just need the terms added, and he expected to get it done within the next two meetings. Bob said he would also present the Consensus Standards Development Executive Committee (CSDEC) charter at the next meeting. He added the CSDEC does not have terms.

Agenda Item 4 – Standards Tracking; Spreadsheet for Review

After this was discussed in Louisville, Bob had circulated the amended document to the committee. Extra columns had been added to reflect the process in the amended SOP 2-100. He

had added a second tab on the spreadsheet for Tentative Interim Amendments (TIA). Shawn asked if TIA revision number should be added. The process for a TIA was discussed and this led to further modification of the spreadsheet. Bob said he would ask Ken's opinion on how the spreadsheet would be used and if it should be accompanied by an SOP or guidance document. Meanwhile, he would clean up the spreadsheet and circulate it for further comments.

Agenda Item 5 – Guidance Document for Development and Maintenance of Standards regarding structure, formatting and Style; document control summary/version control guidance document

Bob asked Ilona what kind of guidance had been given (formally or informally) in the past. She was unaware of anything written except the numbering system, but she would look in the TNI dropbox. Bob and Jessica said they could now finish the document up quite quickly.

Agenda Item 6 – Editorial change to SOP 2-100, V2.0

The Policy Committee had asked for the definition of a Modified Working Draft Standard to be added. Accordingly, Bob proposed the following:

“Modified Working Draft Standard – A revised version of the Working Draft Standard that has been released in draft form by the Expert Committee following response to comments from discussion of the Working Draft Standard or other changes by the Expert Committee which will again be opened for public discussion and input from the membership.”

It was moved by Shawn and seconded by Robin to approve this language. All were in favor and Bob said he would move it on to the Policy Committee.

Agenda Item 7 – Expert Committee Reports

Field Activities. Justin had reported by e-mail that he had updated the non-ISO versions of both V1 and V2 with all the changes approved on this revision. In doing so he noticed that it wasn't consistent throughout the document where there was just a header versus where a header with ISO reference had been used. Therefore, he had included the ISO reference on all headers in both documents (both ISO and non-ISO). He also noticed a section that was incorrectly italicized as ISO which was not, so he made corrections to both versions of the documents. He believed the standard was now ready to go and he had asked Ken to check it one last time. Ilona added the response-to-comments document was ready for posting. A copy of the standard had been sent to NEFAP for its approval for adoption.

Proficiency Testing. Shawn said the committee would have its first post-Louisville meeting the next day when the draft charter would be considered and the committee would work on Volume 4. Volume 3 would soon be posted. The final comments on Volumes 1 and 2 still needed to be resolved, and then they could be released as a Voting Draft Standard.

Quality Systems. There was no report.

Laboratory Accreditation Body. There was no report.

Stationary Source Audit Sample. The committee had met recently to finalize the charter and Maria said she would get it to Bob. No public comments had been received on the TIA and the committee had voted unanimously to adopt it. It would then be effective February 10.

Chemistry. There was no report.

Microbiology. Robin said the committee had finalized two SIRs. One of them prompted a revision to the standard. In Louisville, a lot of feedback had been received from EPA and from 2 Accreditation Bodies (AB) on the standard. The committee wanted feedback from more ABs, so decided a Webinar would be needed within the next 45 days.

Radiochemistry. Ilona reported the committee was moving towards closure on developing a Working Draft Standard. They anticipated having it ready before June.

Adjournment

The meeting was adjourned at 2:00 pm EST.

LIST OF ACTION ITEMS TO BE COMPLETED

Item No.	Date Proposed	Action	Assigned to:	To be Completed by:
1	2/1/12	The Uniformity of Standards Committee should be re-constituted	Committee	Completed
2	2/1/12	The Executive Committee should prepare a summary of the CSDP plans for laboratory accreditation standard updates with projected time-frames, and submit this to the NELAP Accreditation Council.	Committee	Completed
3	3/8/12	Bob will forward the new roster for the AB Committee to Ken for posting on the website.	Bob	Completed
4	3/8/12	Joe Aiello's, list of notes in Volume 2 Module 1 of the standard will be studied by committee members.	All Committee Members	Completed
5	3/8/12	Jerry Parr, Paul Junio, Richard Burrows and Ken Jackson will be invited to a conference call re: the EMMEC/QS implementation Work Group	Bob	Completed
6	3/8/12	The revised SOP 2-100 and 2-101 will be sent to committee members for an e-mail ballot.	Bob	Completed

Item No.	Date Proposed	Action	Assigned to:	To be Completed by:
7	4/12/12	Review Joe Aiello's notes document	All Committee Members	Completed
8	4/12/12	A draft procedure for uniformity of standards review will be prepared and circulated	Bob	Ongoing
9	4/12/12	The draft Guidance Document for Development and Maintenance of Standards will be circulated to Committee Members	Bob	Ongoing
10	5/10/12	It will be recommended which of the notes should remain and which should eventually become standards.	Jane, Mitzi, Ken	Completed
11	5/10/12	A short e-mail will be drafted to the Expert Committee Chairs regarding how notes are to be used, and to clarify the use of any ISO notes.	Mitzi	Completed
12	5/10/12	A draft recommendation to the TNI BoD will be prepared on the proposed formation of additional Expert Committees.	Bob and Ken	Completed

Item No.	Date Proposed	Action	Assigned to:	To be Completed by:
13	5/10/12	A short draft to precede an SOP on the Uniformity of Standards process will be prepared.	Bob	Not yet determined
14	7/12/12	The memo on formation of new committees will be completed and sent to the Board of Directors	Ken, Bob	Completed
15	7/12/12	The report from the Standards Corrective Action Committee will be obtained and sent to CSD-EC members	Ken	Completed
16	9/13/12	Ken will discuss with Jerry the development of a tracking system for standards development, and will look for information on the way ASTM does it.	Ken	Completed
17	10/18/12	Bob will forward Kirstin's and Lynn's thoughts from the LASC on the Standards Corrective Action Committee to Ken.	Bob	Completed
18	9/12/13	Bob said he will prepare a list of committee chairs and ABs as a resource for future communications on standards development.	Bob	Not yet determined
19	9/12/13	Bob will ask the AC to include the provision for Expert Committee Chairs to have access to the website where they can track all on-going SIRS.	Bob	On-going

Item No.	Date Proposed	Action	Assigned to:	To be Completed by:
20	9/12/13	Bob will ask Carl Kircher to clarify the role TNI should be taking with regard to voting on ISO standard changes.	Bob Wyeth	Completed
21	9/12/13	Ken will ask Jerry Parr if version control needs to go into the standards guidance document.	Ken	Completed
22	9/12/13	Bob will ask Jerry Parr if it would be a good idea to revise the charter to include terms of service.	Bob Wyeth	Completed
23	10/17/13	Committee chairs to look at the document control summary/version control guidance document and check their standard modules/volumes for accuracy and completeness.	Committee Chairs	Not yet determined
24	10/17/13	Expert Committee chairs to study Ken's newsletter article on the proposed content of the 2015 standard, for discussion on the next call.	Committee Chairs	Completed
25	10/17/13	Committee members to review the Field Activities Interim Standard for any conflict or inconsistency with their own standard.	All committee members	Completed

Consensus Standard Development Executive Committee
Conference Call

February 13, 2014; 1:00 PM EDT

1-626-677-3000; code 822174#

AGENDA

1. Roll Call
2. Review and approval of January, 2014 minutes
3. Charter revisions; schedule for delivery of remaining charters
4. Standards tracking; spreadsheet for review
5. Guidance Document for Development and Maintenance of Standards regarding structure, formatting and Style; document control summary/version control guidance document
6. Editorial change to SOP 2-100, V2.0
7. Expert Committee Reports
 - a. Field Activities
 - b. Proficiency Testing
 - c. Quality Systems
 - d. Accreditation Body
 - e. Stationary Source Audit Sample
 - f. Chemistry
 - g. Microbiology
 - h. Radiochemistry
8. Old Business