

**SUMMARY OF THE
TNI CONSENSUS STANDARDS DEVELOPMENT
EXECUTIVE COMMITTEE MEETING
JUNE 9, 2011**

The Executive Committee held a conference call on Thursday June 9, 2011, at 1:00 pm ET. Chair Bob Wyeth led the meeting.

Agenda item 1 – Roll call

Attendance:

Bob Wyeth, Chairman, At Large Member	present
John Gumpper, On-Site Assessment	absent
Silky Labie, Quality Systems	present
JoAnn Boyd, At Large Member (and for Marlene Moore, Field Activities)	present
Joe Aiello, Accreditation Body	present
Maria Friedman, Stationary Source Audit Sample	present
Kirstin McCracken, Proficiency Testing	present
Richard Burrows, Environmental Measurement Methods	present
Ken Jackson, Program Administrator	present

Also present was Jane Wilson, Associate Committee Member

Agenda Item 2 – Review and Approval of March and April Minutes

The March 10 minutes were moved for acceptance by Silky and seconded by Richard. All were in favor. The April 14 minutes were moved for acceptance by JoAnn and seconded by Silky. All were in favor. There were no May minutes, the meeting having been cancelled.

Agenda Item 3 – Committee Charters

Bob reported he had received all Expert Committee charters except for the On-Site Assessment Committee, and he will again ask John Gumpper to submit this charter. He will submit the rest for posting on the website. In anticipation of Jane Wilson joining the Executive Committee as a Member-at-Large, Bob will put her on the charter as a Committee Member.

Agenda Item 4 – Expert Committee Reports

- Field Activities

JoAnn presented the report. The revision cycle of the FSMO standard (V1 and V2) is underway and the Committee is expecting comments from the EPA Office of Air and DOD. It is hoped to have these comments by July or August when the Working Draft Standard may be revised. The

training procedures have been reviewed. There continues to be a lot of advocacy planned, including an EPA Region 6 meeting in Dallas in October.

- Proficiency Testing

The Committee continues to work on its Working Draft Standard (WDS). This may be impacted by the NELAP Accreditation Council's decision on implementation of the 2009 TNI PT standard, so the Committee is waiting for the Accreditation Council's decision. Kirstin pointed out that reverting to the 2003 NELAC standard would not resolve the issue of PT reporting, since the 2009 TNI standard merely clarifies the scoring protocols that were already in place. It is still hoped to release the WDS by the end of June, so it can be presented for public comment at the August meeting in WA.

- On-Site Assessment

No report available.

- Quality Systems

Silky had circulated the new WDS to the Consensus Standards Development Executive Committee (CSD-EC), and the Quality Systems Committee hopes to vote the WDS out of committee on June 13. She reported no substantive change to the standard, the changes being limited to fixing some mistakes and providing clarification. There was some question about whether it will be necessary to present an entire module as a WDS, rather than just the proposed changes. Ken agreed to check on this in the Procedures Governing Standards Development.

- Accreditation Body

Joe stated there is nothing new to report.

- Stationary Source Audit Sample

The program was approved by EPA on May 17. The committee is now working on the SSAS Table, which will also have to be submitted to EPA for approval. The accreditation process for providers by A2LA is pending, but it is not yet clear if ACLASS will be able to provide this accreditation as there is no mention of it on their website. Maria has asked the PT Executive Committee for their assistance on this, by providing a checklist. Kirstin asked if V4 of the standard also applies to stationary source audit samples as well as environmental PT sample, and Maria said it does.

- Environmental Measurement Methods

The committee continues to work on the background guidance document for calibration, and Richard has now circulated an outline to the CSD-EC for a TNI standard. This will apply only to chemistry at this stage. He asked if this should be a separate standard or part of the QS standard. Bob suggested it should be merged with QS, while Kirstin suggested a stand-alone module might

be easier to get approved. Richard pointed out that the current QS standard will need to be modified anyway where it applies to calibration. Silky suggested, if the EMMEC develops a stand-alone standard, it can be used by any entity without having to use the TNI QS standard. Then QS might reference it as a requirement. She said if it's not too prescriptive it can just be used as a recommendation. Richard stated there is no point just providing a recommendation, it needs to be required. After more discussion, the general consensus of the CSD-EC was that the standard should be a separate module that can be "plugged in" to the laboratory volume.

Agenda Item 5 – Old Business

Bob reported that SOP 2-101 was submitted to the Policy Committee on May 31, 2011, and the need for clarification on field activities and the SSAS was submitted to the Board of Directors on April 22, 2011.

Kirstin again raised the question whether a format for standards writing was ever prescribed (see the April 14 minutes of the CSD-EC). Ken responded that all the modules of the 2009 TNI standard followed the ISO format. This was necessary for those modules that included ISO language, so for consistency it made sense to use the same style/format for the rest of the modules. However, an SOP for standard writing format does not exist.

Agenda Item 6 – New Business

Kirstin and Silky will write short articles on their working draft standards for the next edition of the TNI Newsletter, and will send them to Bob. Ken will then merge and edit them.

The Advocacy Committee has recommended:

“CSDB should be asked to develop a process to inform stakeholders through special briefings of changes being proposed in new standards. These briefings should include stakeholders not involved in consensus standards development and others responsible for implementation. This process should ensure that there is a thorough review and understanding of the new standards before voting out.”

Bob suggested the committees could write brief explanatory notes on the proposed changes and post them with their WDS's. Silky said she has already prepared this and thinks it is a good idea. Others chairs agreed this could be done. Ken said the Advocacy Committee had suggested the committees have face-to-face meetings with the NELAP-AC, when it would be made clear that only "show-stoppers" should be identified. Kirstin said the PT Expert Committee has representatives from 5 Accreditation Bodies, of whom at least 3 are on the NELAP-AC. She asked if every committee could have an AB representative who would then report back to the NELAP-AC. This would provide feedback during standards development. At this point the discussion was curtailed without a clear decision. It was moved by Silky and seconded by JoAann:

“The CSD-EC supports the concept of the Advocacy Committee request, and will develop a process to secure communication of standards development from all stakeholders.”

All voted in favor.

Kirstin asked what “notes” mean in the standards. Silky replied that ISO uses them for guidance only. QS has sorted this out and has now moved some of them in to the standard as requirements. It was suggested that, through the use of notes, there may be some confusion in the 2009 standard on the use of surveillance assessments. The following is in ISO 17025:2005(E), Section 1 Scope:

“1.3 The notes given provide clarification of the text, examples and guidance.. They do not contain requirements and do not form an integral part of this International Standard.”

Bob asked the expert committee chairs to review their standards and make sure the use of notes is consistent with ISO.

The meeting was adjourned at 2:55 pm EDT

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 (cancelled)	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	complete
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
7	3/12/11	Bob to communicate with Eric Smith and Jerry Parr regarding WET FoPTs	Bob	
8	4/14/11	Bob will submit committee charters for posting on the website	Bob	ongoing
9	4/14/11	Bob will send SOP 2-101, Rev 1.1 to the Policy Committee	Bob	
10	4/14/11	Field Activities and SSAS Committees need to clarify their interest groups	Marlene/Maria	
11	4/14/11	The Policy Committee will be asked if there should be a prescribed format for stds. writing	Bob	
12	6/9/11	It will be checked whether an entire standard module needs to be presented as a WDS	Ken	6/14/11
13	6/9/11	Short articles will be sent to Bob on the PT and QS WDS's for the Newsletter	Silky and Kirstin	6/20/11
14	6/9/11	All standards should be reviewed for the consistent use of “notes” as guidance only	All Expert Committee Chairs	7/14/11

Consensus Standard Development Executive Committee
Conference Call
June 9, 2011; 1:00 PM EDT
1-218-936- 4700; code 822174#
AGENDA

1. Roll Call
2. Review and approval of March and April minutes
 - a. June minutes should reflect that the June meeting of the CSDExC was cancelled
3. Executive Committee Charters
 - a. On-Site Assessment
 - b. CSDExC application
4. Expert Committee Reports
 - a. Field Activities
 - b. Proficiency Testing
 - c. On-Site Assessment
 - d. Quality Systems
 - e. Accreditation Body
 - f. Stationary Source Audit Sample
 - g. Environmental Monitoring Methods
5. Old Business
 - a. SOP 2-101 submitted to Policy Committee on 5/31/2011
 - b. Need for clarification on Field Activities and SSAS submitted to BoD on 4/22/2011
 - c. Prescribed format for Standards writing; No consistent or standard format exists
6. New Business
 - a. TNI Newsletter (Status of working draft standards for QS and PT)
 - b. Advocacy Committee – “CSDB should be asked to develop a process to inform stakeholders through special briefings of changes being proposed in new standards. These briefings should include stakeholders not involved in consensus standards development and others responsible for implementation. This process should ensure that there is a thorough review and understanding of the new standards before voting out.”