

**SUMMARY OF THE
TNI CONSENSUS STANDARDS DEVELOPMENT
EXECUTIVE COMMITTEE MEETING
JULY 14, 2011**

The Executive Committee held a conference call on Thursday July 14, 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 Gumper, 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	absent
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 June Minutes

The draft minutes were amended to show Silky present. With this change the minutes were adopted unanimously (moved by JoAnn; seconded by Kirstin).

Agenda Item 3 – Committee Charters

Bob reported he had still not received a completed charter from the On-Site Assessment Committee. All others have been submitted for posting on the website. It was noted the website has not been updated, since it still shows Denise Rice as Committee Chair. Bob will ask the members listed on the website if they are still active and if any of them will represent the Committee.

Agenda Item 4 – Expert Committee Reports

- Field Activities

JoAnn presented the report. The Committee’s brochure is being updated prior to the Bellevue meeting. The Committee has been working on completion of several Standards Interpretation Requests (SIR).

- Proficiency Testing

Kirstin reported that controversy has delayed completion of a Working Draft Standard (WDS). In Bellevue the Committee will present two options for PT reporting: PTRL or LOQ. From input received they expect to then put together the WDS ready for presentation at the January meeting. Although much of the standard will be re-written, Kirstin stressed it is the subject of a lot of misunderstanding, since it is little changed from the PT requirements in the 2003 NELAC standard. Contrary to letters recently distributed, it is not the standard that has problems, but its implementation.

Kirstin reported her term as Chair will be complete and Mitzi Miller will be the new Chair after the Bellevue meeting. Bob thanked Kirstin for her dedication, hard work, and strong leadership during a time of particular difficulty for the Committee.

- On-Site Assessment

No report available.

- Quality Systems

The WDS is on the website and will be presented for discussion in Bellevue. A new set of SIRs is being processed.

- Accreditation Body

No report available.

- Stationary Source Audit Sample

The Committee has almost completed its amendments of the SSAS table, with just one method still in contention. They will try to finalize it before Bellevue. Maria has spoken with Randy Query, who reported that A2LA already assessed those PT providers who had expressed interest in also becoming SSAS providers. They should be approved by the end of 2011. A new Committee Member has been appointed, and the Committee is continuing the voting practice it used for previous new members; i.e., the new member cannot vote on any issue that was under discussion before he/she was appointed to the Committee. This provision was in an earlier edition of SOP 2-101, but it is no longer in the latest version.

- Environmental Measurement Methods

The committee continues to work on the background guidance document for calibration, and the outline of the calibration standard has been expanded. This will be further developed during the Committee's full-day session in Bellevue.

Agenda Item 5 – Old Business

a - Maintenance and Development of Standards; SOP, Guidance?

Silky reported inconsistencies in the 2009 standard, especially the use of notes, so either a guidance document or SOP is required. After a period of discussion there was general agreement that it should be a guidance document, since this would allow more flexibility than an SOP in cases where a new standard might need a different format. Ken reported that he and Jane had formatted and edited the 2009 standard for consistency with the ISO format. He suggested having an editor for future standards. It was moved by JoAnn and seconded by Silky that the CSD Executive Committee will develop and maintain a guidance document for the formatting and style of standards. This was approved unanimously. Jane volunteered to take the lead on this, with help from Bob, JoAnn and Kirstin.

There was some discussion on whether an entire standard module should be presented for vote, or only those sections that have been amended. Silky stated that the changes to the Quality Systems standard are just clarifications, so the whole standard should not be opened up for discussion, since it has not even been implemented yet. There were arguments on both sides of this issue, so Bob suggested it should be a discussion point in the development of the guidance document.

b - Process to communicate standard development activities to all stakeholders.

It was agreed that a summary of changes should be posted on the website whenever a standard is amended.

Agenda Item 6 – New Business

a - Request from Policy Committee to address the issue of availability of checklists.

The standard may not have a requirement for use of a specific checklist to be used for on-site assessments, and it was suggested the one developed should be used as a guide for Accreditation Bodies to either adopt or develop their own checklist. Bob will check the on-site assessment standard to make sure of this and will then discuss with the Policy Committee. Ken clarified the use of checklists with ISO language. Copyright requirements require that any checklist with ISO language or even derivative ISO language can only be distributed to those who have purchased a copy of the TNI standard or the ISO standard.

b – Other

Although a session of the CSD-Executive Committee has not been scheduled for Bellevue, Bob asked the Committee if they wanted a lunch meeting. There was general agreement to do so, and Bob and Ken will work on a proposed agenda. Ken will chair the session.

The meeting was adjourned at 2:35 pm EDT

The August 11 meeting is cancelled, so the next conference call will be in September.

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 (cancelled)
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:
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	ongoing
13	6/9/11	Short articles will be sent to Bob on the PT and QS WDS's for the Newsletter	Silky and Kirstin	complete
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
15	7/14/11	A guidance document for the format and style of standards will be prepared.	Jane	
16	7/14/11	The use of the prepared checklist will be discussed with the Policy Committee	Bob	

Consensus Standard Development Executive Committee
Conference Call
July 14, 2011; 1:00 PM EDT
1-218-936- 4700; code 822174#
AGENDA

1. Roll Call
2. Review and approval of June minutes
3. Executive Committee Charters
 - a. On-Site Assessment
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. Maintenance and Development of Standards; SOP, Guidance?
 - b. Process to communicate standard development activities to all stakeholders
6. New Business
 - a. Request from Policy Committee to address the issue of availability of checklists.

“The committee (policy) has a DRAFT copy of the QA checklist. They (QSEC) still need to review and finalize it. A question came up on how to distribute the checklist once it is complete. We will need to deal with how to show that someone owns a copy of the Standard or ISO 17025 since the checklist is based on it – word for word in most cases. This question raised an issue on how to share copies of audits too. Do you need to be sure that people have copies of the standard and/or ISO 17025? Previous checklists have been somewhat reworded, but now it is all ISO language. CSDP will take a look at this.”