

**SUMMARY OF THE
TNI CONSENSUS STANDARDS DEVELOPMENT
EXECUTIVE COMMITTEE MEETING
AUGUST 7, 2012**

The Executive Committee held a working lunch meeting on Tuesday August 7, 2012, at 12:00 pm EDT at the Environmental Measurement Symposium, Washington DC. Chair Bob Wyeth led the meeting.

Agenda item 1 – Roll call

Attendance:

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

Associate Committee Members present: Sharon Mertens, Kirstin Daigle, Jerry Parr

Agenda item 2 – Corrective Action Committee Report

The main purpose of the meeting was for Sharon Mertens to present the draft Corrective Action Committee report that will be submitted to the TNI Board of Directors when it has been finalized, and to report on its presentation the previous day at the Environmental Measurement Symposium.

The draft report was made available to the attendees, but is not attached to these minutes, since it may be subject to further modification. Sharon said the report had been well-received the previous day, and the Corrective Action Committee is now waiting for the LASEC/Accreditation Council to review it and submit comments. When those comments and any other comments have been received, any proposed modifications will be considered. Jerry said there was some confusion the previous day on the function of the editorial board. He suggested its name may need to be changed, since its activities will go beyond editorial considerations. It was also suggested that reference to presenting the standard for discussion “at semi-annual meetings” should be changed to “publicly”. This would allow more flexibility where use of webinars etc. might be appropriate.

Agenda item 3 – Report from PT Expert Committee

Mitzi reported that she had been forewarned of a possible “show-stopper” in the Working Draft Standard that was scheduled for discussion that afternoon. An accreditation body (AB) was concerned that at least one other AB was unable to suspend a laboratory for PT failures. This could prevent the first AB from granting secondary accreditation if it had to continue the failed laboratory’s accreditation. Several suggestions were made, including allowing PT data to be made available to secondary ABs for them to make their own decision on failed analyte suspension.

Agenda item 4 – Formation of new Expert Committees.

Jerry reported that the TNI Board of Directors, at its meeting on Thursday, would be considering the proposal to form Microbiology and Radiochemistry Expert Committees and re-name the Environmental Measurement Methods Expert Committee to the Chemistry Committee.

Adjournment

Time did not permit Expert Committee reports and the meeting was adjourned at 1:30 pm EDT.

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 | Not yet determined |
| 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 | Not yet determined |
| 3 | 3/8/12 | Bob will forward the new roster for the AB Committee to Ken for posting on the website. | Bob | 4/3/12 |
| 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 | 4/12/12 |
| 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 | 3/22/12 Final approved SOPs sent to Policy Committee on 4/9/12 |

| Item No. | Date Proposed | Action | Assigned to: | To be Completed by: |
|-----------------|----------------------|--|-----------------------|----------------------------|
| 7 | 4/12/12 | Review Joe Aiello's notes document | All Committee Members | Ongoing |
| 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 | Not yet determined |
| 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 | Not yet determined |
| 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 | 8/1/12 |
