

**SUMMARY OF THE  
TNI CONSENSUS STANDARDS DEVELOPMENT  
EXECUTIVE COMMITTEE MEETING  
AUGUST 18, 2011**

The Executive Committee held a face-to-face meeting at the Environmental Measurement Symposium, Bellevue, WA on Thursday, August 18, 2011, at 12:00 pm PDT. Ken Jackson led the meeting.

Agenda item 1 – Roll call

Attendance:

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

Agenda Item 2 – Review and Approval of July Minutes

It was moved by Silky and seconded by JoAnn to approve the minutes without amendment. All members voted in favor.

Agenda Item 3 – Expert Committee Reports

- Field Activities

The committee had not yet met in Bellevue (they will meet today). Marlene reported two members will end their 3-year terms, and they will discuss one replacement member. Marlene will rotate off as chair, and a new chair will take over in January. They have received 75 suggestions for the standard, and they are being put into a spreadsheet. The WDS will be presented at the January meeting. Presentations and a training course are coming up. They will review action items at today's meeting.

- Proficiency Testing

The committee's meeting had focused on the question of reporting to the LOQ or the PTRL. Arguments were presented for both approaches, but the consensus among those present was to

revert to reporting to the PTRL. There was also discussion of future consideration of multi-concentration level PTs and technology-driven PTs.

- Accreditation Body & On-Site Assessment

No members were present, but John Gumper reported by telephone that there had been agreement during the meeting on merging the two committees. The on-site assessment committee had received suggestions from the AB task force, and some members had complained that this might interfere with the committee's priorities.

- Quality Systems

Silky reported that the committee had received comments from the floor on the WDS. This proceeded well, but they received unexpected comments on demonstration of capability. Some ABs were not happy about it, though it provides more flexibility for laboratories. WET calibration needs to be clarified, and there was one unexpected request for a water quality change in the micro section. The committee expects to have a VDS completed in time for voting prior to the Sarasota winter meeting.

- Stationary Source Audit Sample

Maria reported that an update was provided during the meeting. The criteria for method 25 have not yet been determined, so for now the SSAS table will be updated without any changes in that method.

- Environmental Measurement Methods

Richard said the goal of the meeting, to work on the outline of the calibration standard, had been met. Committee Members have writing assignments for the various sections based on input an discussion at the meeting. They are hopeful a WDS will be ready for the Sarasota winter meeting. There was discussion on consistency and removing overlap with the calibration requirements in the QS standard. Silky expressed some concern that the EMMEC standard will be prescriptive while the QS standard emphasizes "what" rather than "how". It was tentatively decided that QS will flag their calibration section, saying it will be removed when the EMMEC standard is ready. Provided nothing is lost from the current calibration requirements, it should be possible to do this through a TIA. The rationale will be that there is replication and hence redundancy in the standard.

Agenda Item 4 – Guidance Document for Maintenance and Development of Standards.

Time did not permit discussion of this item.

Adjournment

The meeting was adjourned at 1:25 pm PDT.

**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

Consensus Standard Development Executive Committee  
Luncheon Meeting; TNI-NEMC Environmental Measurement Symposium  
Bellevue, Washington  
August 15-19, 2011  
AGENDA

1. Roll Call
2. Review and approval of July minutes (if quorum present)
3. 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 Measurement Methods
4. Guidance Document for Maintenance and Development of Standards
  - a. Brainstorm as to items/materials for inclusion and consideration of working group