

**SUMMARY OF THE
TNI CONSENSUS STANDARDS DEVELOPMENT
EXECUTIVE COMMITTEE MEETING
OCTOBER 13, 2011**

The Executive Committee held a conference call on Thursday October 13, 2011, at 1:00 pm ET. Chair Bob Wyeth led the meeting.

Agenda item 1 – Roll call

Attendance:

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|--|---------|
| Bob Wyeth, Chairman, At Large Member | present |
| John Gumper, On-Site Assessment | absent |
| Silky Labie, Quality Systems | present |
| JoAnn Boyd, At Large Member | present |
| Joe Aiello, Accreditation Body | absent |
| Justin Brown, Field Activities | present |
| Maria Friedman, Stationary Source Audit Sample (represented by Richard Swartz, Expert Committee Member) | present |
| Mitzi Miller, Proficiency Testing | present |
| Richard Burrows, Environmental Measurement Methods | absent |
| Ken Jackson, Program Administrator | absent |

Also present was Kirsten McCracken, member and immediate past chair of the PT expert committee.

Agenda Item 2 – Review and Approval of September 22, 2011 Meeting Minutes

The draft minutes were adopted unanimously by the committee; moved by Silkie, seconded by JoAnn.

Agenda Item 3 – Status of Consolidation of On-Site Assessment and Accreditation Body Expert Committees

Bob advised the committee that the Board of Directors, through Jerry Parr, had been advised of the CSDP approval of the merger of the On-Site Assessment and Accreditation Body Expert Committees. Bob further advised the committee that he requested that if any further actions were required to implement this change that the CSDP should be notified.

Agenda Item 4 – Clarification on Notes

The PT and SSAS expert committee representatives reported that their sections of the standard contained no notes that require clarification relative to ISO requirements. Silkie on behalf of QS

reportedly had completed an extensive review of the standard to remove or clarify notes. Their changes will be included in their proposed modification in their WDS. Silkie further noted that their review indicated a number of notes that will require attention from the OS/AB Expert Committee. As Joe was absent, these minutes will provide “notification” of these findings for action by Joe’s committee. Bob will follow up with Joe in this regard. As no proposed standards or changes to existing standards have yet been provided by the EMMEC, no action should be required of this committee.

Agenda Item 5 – Expert Committee Reports

Prior to beginning the committee reports, Bob again reminded chairs to submit a summary of any changes or proposed actions to the TNI website and Lyn Bradley on behalf of AB Council

- Field Activities

Justin Brown, the new expert committee chair presented the report. Justin advised the group that they will not have a WDS available for the January TNI meeting. The committee has received more than 80 comments and suggestions that need to be addressed. Activities have been distributed amongst committee members and there is simply not enough time to complete these tasks and prepare the WDS prior to the January meeting. They do plan to conduct an open meeting in January where they will discuss these suggestions/comments and advise the stakeholders of their proposed resolution(s).

- Proficiency Testing

Mitzi reported on the situation within their committee regarding WET. While they continue to work with the PT Executive Committee, no resolution has been reached. The PT Expert Committee cannot establish the FoPT table for WET and they have forward information to the PT Executive Committee and to the AB Council through Lyn Bradley. This EC is continuing to prepare their new WDS and intend to have it prepared for the January meeting. They will also continue to work with the AB Council to insure the capability to implement the WDS prior to the meeting.

- Quality Systems

Silkie reported that the committee has not met since the 9/22/2011 CSDP EC meeting. While they are still accepting comments, they have addressed more than 95% of those comments received to date; the VDS is still on target for the January meeting.

- Accreditation Body (including On-Site Assessment)

No report

- Stationary Source Audit Sample

Richard Swartz, on behalf of Maria represented the SSAS and presented the following. While Richard had no report from Maria, he advised that SSAS was waiting for providers to be accredited. They hope for approval by late 2011 or early 2012. The SSAS have been approved. The committee has also been dealing with technical issues regarding audit samples for Method 25.

- Environmental Measurement Methods

No report

Agenda Item 6 – EMMEC language replacement into QS

This agenda item remains from last month's meeting, discussion was to focus on Richard's plans for standard development materials and how these materials were to be included in the standard. Previously the means to incorporate EMMEC language was stated to be as a TIA. The opinion of the CSDP call participants was that a TIA route would not be possible as the issues being addressed by the EMMEC would be controversial. Silkie, representing QS, stated that it was their intention to leave the standard as is for now when presenting their VDS. The materials being eventually prepared by the EMMEC would likely be included in a future revision to the standard after presentation and stakeholder input.

Agenda Item 7 - Guidance Document for Development and Maintenance of Standards regarding structure, formatting and Style.

No report; the first meeting of this work group has yet to be convened.

Agenda Item 8 - Old Business

Bob reported that the committee's discussion and conclusion regarding checklists with any reference to ISO, and their availability must be based on the possession of a TNI Standard with ISO language included or on legal possession of the ISO 17025 standard to Alfredo Sotomayer, the chair of the policy committee

Agenda Item 9 – New Business

- a. SOP 2-101 (revision reportedly does not have a requirement for member approval prior to voting)...revisions not yet completed; Bob committed to submission to committee members prior to the next conference call.

- b. SOP 2-100 (ensure entire standard is not re-opened to address a single specific issue)...revisions not yet completed; Bob committed to submission to committee members prior to the next conference call.
- c. Action Items Update

Action item listed was reviewed and updated; see attached.

The meeting was adjourned at 1:50 PM EDT on a motion from JoAnn and seconded by Silkie.

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 (rescheduled for 9/22/11) |
| 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: |
|-----------------|----------------------|---|---------------------|---------------------------------------|
| 7 | 3/12/11 | Bob to communicate with Eric Smith and Jerry Parr regarding WET FoPTs | Bob | complete |
| 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 | complete |
| 10 | 4/14/11 | Field Activities and SSAS Committees need to clarify their interest groups | Marlene/Maria | Issue presented to Board of Directors |
| 11 | 4/14/11 | The Policy Committee will be asked if there should be a prescribed format for stds. writing | Bob | complete |
| 12 | 6/9/11 | It will be checked whether an entire standard module needs to be presented as a WDS | Ken | ongoing |

| Item No. | Date Proposed | Action | Assigned to: | To be Completed by: |
|-----------------|----------------------|--|-----------------------------|----------------------------|
| 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 | 10/13/11 |
| 15 | 7/14/11 | A guidance document for the format and style of standards will be prepared. | Jane | CSDP task force formed |
| 16 | 7/14/11 | The use of the prepared checklist will be discussed with the Policy Committee | Bob | Complete |
| 17 | 9/22/11 | The TNI Executive Committee will be notified that the CSD-EC has approved the merger of AB and OSA | Bob | Complete |
| 18 | 9/22/11 | Committee chairs will post summaries of changes in their WDS on the website, and will send a copy to Lynn Bradley for the AB Council | Silky and Mitzi | On-going |
| 19 | 9/22/11 | Standards review indicated that the AB/OS Expert Committee had "notes" that should be resolved. | Joe Aiello | TBD |
| 20 | 9/22/11 | A working group will commissioned to prepare an SOP for development and maintenance of standards | Bob | TBD |
| 21 | 9/22/11 | The policy committee will be notified of the requirements for circulation of checklists with ISO language | Bob | Complete |

Conference Call
October 13, 2011; 1:00 PM EDT
1-218-936- 4700; code 822174#
AGENDA

1. Roll Call
2. Review and approval of September minutes
3. Status of consolidation of On-Site Assessment and Accreditation Body Expert Committees
 - a. Notification provided
 - b. Await word of any further action, if any

4. Clarification on Notes
 - a. Verification by Expert Committee chairs regarding ISO compliance; any changes required
5. 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
6. EMMEC language replacement into QS
7. Guidance Document for Development and Maintenance of Standards regarding structure, formatting and Style.
 - a. Establish a working group ; not yet convened
8. Old Business
 - a. Policy committee advised
9. New Business
 - a. SOP 2-101 (revision reportedly does not have a requirement for member approval prior to voting)...not yet completed
 - b. SOP 2-100 (ensure entire standard is not re-opened to address a single specific issue)...not yet completed
 - c. Action Items updated; attached list