

**SUMMARY OF THE  
TNI CONSENSUS STANDARDS DEVELOPMENT  
EXECUTIVE COMMITTEE MEETING  
OCTOBER 17, 2013**

The Executive Committee held a conference call on Thursday, October 17, 2013, at 10:00 am EDT. Chair Bob Wyeth led the meeting.

Agenda item 1 – Roll call

Attendance:

Jeff Flowers, Accreditation Body	Absent
JoAnn Boyd, At Large Member	Present
Justin Brown, Field Activities	Present
Richard Burrows, Environmental Measurement Methods	Present
Robin Cook, Microbiology	Present
Jessica Evans, At Large Member	Absent
Maria Friedman, Stationary Source Audit Sample	Absent
Paul Junio, Quality Systems	Present
Shawn Kassner, Proficiency Testing	Present
Bob Shannon, Radiochemistry	Present
Bob Wyeth, Chairman, At Large Member	Present
Ken Jackson, Program Administrator	Present
Iлона Taunton, TNI staff	Present

Agenda Item 2 – Review and approval of September 12, 2013 meeting minutes

It was moved by JoAnn and seconded by Richard to approve the minutes as presented. All were in favor.

Agenda Item 3 – Charter updates; inclusion of terms/new members

Bob reminded Committee Chairs to update their charters if there were any changes. He asked them to verify membership and affiliation, and to add the dates members will rotate off.

Agenda Item 4 – Documentation of Standards Activity

This was the American National Standard Submittal Checklist. Ken explained completion of this form is an ANSI requirement, and drew the Committee Chairs' attention to sections requiring documentation of the votes of the consensus body. The Committee Members are the consensus body and Ken explained this should be their votes on the Interim Standard.

Agenda Item 5 – Standards Tracking

This referred to a proposed tracking document Jerry Parr had developed. It was a spreadsheet that followed the essential steps outlined in SOP 2-100, with the headers; “Standard”, “Revision”, “Notice Published”, “WDS Published”, “Modified WDS Published”, “VDS Published”, “Comments considered”, “Persuasive Comments”, “Comments held”, “Modified VDS Published”, “Response to Comments Published”, “Final Vote Taken”, “Adopted by Program”, and “Comment”. Bob said he would ask Jerry how he wanted the form to be used, and if it was still a draft document

#### Agenda Item 6 – Document control summary/version control guidance document

This was a spreadsheet Jerry had prepared. Bob said Jerry would like the committee chairs to look at it and check their standard modules/volumes for accuracy and completeness. Related is TNI SOP 1-104 (Control of TNI documents). Jessica is taking the lead on the standards guidance document, and it was questioned if it should include a style guide.

#### Agenda Item 7 – Status relative to a TNI 2015 Standard

Ken said he had submitted an article for the TNI Fall Newsletter, outlining the proposed modules and volumes that should be ready for inclusion in a 2015 standard. This was based on past CSDEC discussions and committee reports. Ken offered to circulate this report to the Executive Committee, and Bob asked chairs to look at it and be prepared to discuss it during the November conference call.

#### Agenda Item 8 – Expert Committee Reports

**Quality Systems.** Paul said there had been no conference call in October. New members had been added and he would be updating the committee charter. The committee would continue to work on the small laboratory handbook and SIRs. He said he needs to work with Lynn Bradley, Jerry Parr, and Ilona Taunton to get the SIR tracking sorted out. Ilona provided clarification on the Accreditation Council (AC) SIR database, which was put in place for ABs to communicate and vote outside their meetings to speed up the process. Paul had previously suggested Expert Committee chairs should have access, but ABs have raised some concerns that Expert Committees might act prematurely before a SIR is finalized. Paul said he only wants to check where the SIR is in the process, and to go back and see why a SIR might have been rejected by the AC. Ilona said she does a monthly report on the SIRS and offered to share it with the Expert Committee chairs. Paul had been asked to provide details of the final votes on the 2012 standard. He said he needed to go back to his Excel notes when the items were discussed. He said there will be a date on which each item was resolved and he needed to find the final date when they had all been resolved.

**Microbiology.** Robin reported the committee was continuing to work on revision of the standard module. She hoped to appoint another committee member.

**Proficiency Testing.** Shawn said Volume 3 (PT providers) had been re-structured for consistency with the ISO 17043 structure, and the committee was working through the volume to

decide which items are already covered in ISO 17043, and can therefore be deleted. He hoped the committee would finish this in the next 2 conference calls, and would then go on to Volume 4 (PTPA)

**Field Activities.** Justin reported the Interim Standard had already been sent to the CSDEC for its consideration by the Standards Review Committee (SRC). Bob Wyeth reminded the Committee that they are the SRC, and each committee chair needs to study the standard for any conflict or inconsistency with their own standard. Editorial comments should also be made. The deadline for this was set at November 11 to return comments to Bob. Justin said it is the Field Activities Committee's intention to apply for it to be approved by ANSI as an American National Standard, and Ken offered to help with this process

**Accreditation Body.** Jeff had reported by e-mail that the publication of the Phase II Third Party assessors was complete and available on the TNI web. He added the committee did not meet in October, since its work was complete, and they had no other assignment at present.

**Stationary Source Audit Sample.** In Maria's absence, Ken clarified the concerns that had been voiced during a committee meeting about problems with one of the audit sample providers. Maria had given assurance that the problems were resolved to everyone's satisfaction.

**Chemistry.** The committee was continuing to work through the voters' comments on its calibration VDS. There was a discussion on the next steps with the standard and Richard confirmed the committee will follow the new SOP 2-100 by proceeding to the Interim Standard stage. He also reported the proposed modified MDL procedure was with ELAB for its consideration.

**Radiochemistry.** Bob Shannon said the committee had almost completed its first run through the standard module. The committee was preparing for the November 14 webinar, when the committee's proposed changes would be presented and input from the membership for other changes would be invited.

Agenda Item 9 – Potential changes to SOP 2-100 based upon LASC comment

Bob said Judy Morgan had indicated the SOP should be more explicit in describing the interest groups that will be approached for input. However, Ken cautioned it is an ANSI requirement no groups should be given preference and thus be perceived to have an unbalanced influence on the standard. A problem with listing the groups might be that someone would be left out.

Agenda Item 10 – Guidance Document for Development and Maintenance of Standards regarding structure, formatting and Style.

This was not discussed

Agenda Item 11 – New Business

Bob reported that The PT Executive Committee's toxicity subcommittee was discussing whether to apply to form a WET Expert Committee.

## Adjournment

The meeting was adjourned at 11:30 am EDT. Bob Wyeth said he would re-schedule the next conference call to avoid conflict with the radiochemistry webinar.

**LIST OF ACTION ITEMS TO BE COMPLETED**

<b>Item No.</b>	<b>Date Proposed</b>	<b>Action</b>	<b>Assigned to:</b>	<b>To be Completed by:</b>
1	2/1/12	The Uniformity of Standards Committee should be re-constituted	Committee	Completed
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	Completed
3	3/8/12	Bob will forward the new roster for the AB Committee to Ken for posting on the website.	Bob	Completed
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	Completed
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	Completed

<b>Item No.</b>	<b>Date Proposed</b>	<b>Action</b>	<b>Assigned to:</b>	<b>To be Completed by:</b>
7	4/12/12	Review Joe Aiello's notes document	All Committee Members	Completed
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	Completed
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	Completed
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

<b>Item No.</b>	<b>Date Proposed</b>	<b>Action</b>	<b>Assigned to:</b>	<b>To be Completed by:</b>
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	Completed
16	9/13/12	Ken will discuss with Jerry the development of a tracking system for standards development, and will look for information on the way ASTM does it.	Ken	Completed
17	10/18/12	Bob will forward Kirstin's and Lynn's thoughts from the LASC on the Standards Corrective Action Committee to Ken.	Bob	Completed
18	9/12/13	Bob said he will prepare a list of committee chairs and ABs as a resource for future communications on standards development.	Bob	Not yet determined
19	9/12/13	Bob will ask the AC to include the provision for Expert Committee Chairs to have access to the website where they can track all on-going SIRS.	Bob	Note yet determined

<b>Item No.</b>	<b>Date Proposed</b>	<b>Action</b>	<b>Assigned to:</b>	<b>To be Completed by:</b>
20	9/12/13	Bob will ask Carl Kircher to clarify the role TNI should be taking with regard to voting on ISO 17025 changes.	Bob Wyeth	Not yet determined
21	9/12/13	Ken will ask Jerry Parr if version control needs to go into the standards guidance document.	Ken	Not yet determined
22	9/12/13	Bob will ask Jerry Parr if it would be a good idea to revise the charter to include terms of service.	Bob Wyeth	Not yet determined
23	10/17/13	Committee chairs to look at the document control summary/version control guidance document and check their standard modules/volumes for accuracy and completeness.	Committee Chairs	Not yet determined
24	10/17/13	Expert Committee chairs to study Ken's newsletter article on the proposed content of the 2015 standard, for discussion on the next call.	Committee Chairs	November conference call
25	10/17/13	Committee members to review the Field Activities Interim Standard for any conflict or inconsistency with their own standard.	All committee members	11/11/13



Consensus Standard Development Executive Committee  
Conference Call  
October 17, 2013; 10:00 AM EDT  
1-626-677-3000; code 822174#  
AGENDA

1. Roll Call
2. Review and approval of September, 2013 minutes
3. Charter updates; inclusion of terms/new members all expert committees
4. Documentation of Standards Activity
5. Standards Tracking
6. Document control summary/version control guidance document
7. Status relative to a TNI 2015 Standard
8. Expert Committee Reports
  - a. Field Activities
  - b. Proficiency Testing
  - c. Quality Systems
    - i. Resolution on comments
  - d. Accreditation Body
  - e. Stationary Source Audit Sample
    - i. Audit sample provider issues
  - f. Chemistry
  - g. Microbiology
  - h. Radiochemistry
    - i. Status of Webinar
9. Potential changes to SOP2-100 based upon LASC comment
10. Guidance Document for Development and Maintenance of Standards regarding structure, formatting and Style.
11. Old Business