

SUMMARY OF THE
TNI CONSENSUS STANDARDS DEVELOPMENT (CSD) BOARD MEETING
JANUARY 10, 2008

The Board held a meeting via teleconference on Thursday January 10, 2008 at 1:00 pm EST. Chair Ken Jackson led the meeting.

Agenda item 1 – Review and approve November 29th meeting summary

The summary from the November 29, 2007 meeting was reviewed and an editorial change was suggested to agenda item 2. The amended summary was unanimously approved by the Board. Action items from last meeting were completed.

Agenda item 2 – Final committee plans for Newport Beach Forum

Proficiency Testing: Anand reported the Committee had a January 9th call to discuss their meeting agenda. Their plan is to review each module with the relevant response to comments. The Committee will explain those that are “hold for next revision” in particular. The Committee has received criticism by one associate member regarding how voting is conducted on each comment to determine persuasiveness – may want to clarify this process in the TNI policies. Commenters need to be notified of their right to appeal. Emailing the response to comments is not required, but if feasible is good. Jane will work with John to have him add language to the TNI website about commenter’s right to appeal. Attendance at CSDB meeting in Newport Beach is open for those that want to attend.

Quality Systems: Bob noted the Committee is also planning to go over process and decision making on their modules at a high level, similar to PT. Any comments provided can be collected for the next version. Bob plans to review the TNI appeals process as well. Input will be solicited on how the Committee can help implement the new standard. It is anticipated there will be questions on small labs/scaling implementation of standard.

Onsite Assessment: Denise is planning a working session on the examination section of the course curriculum and guidance document for assessor’s training (old Appendix A material). Her Committee has asked whether guidance documents have to be in a particular format, e.g., the TNI SOP format? Her Committee does not want them to be confused with the TNI standards. A general format, definition of the terms, etc, .is needed. Ken will take this issue to the TNI Board.

Accreditation Body: Jeff noted that this Committee has helped the Laboratory Accreditation System Committee (LASC) with an SOP on dispute resolution. He noted that the process of developing the SOP has been confusing due to questions on committee responsibility to develop specific documents. The AB Committee developed a draft SOP, the LASC modified the SOP, without comment to AB, and is passing it on to the TNI Board. Jeff thought as the document authors, ownership should reside with the AB Committee. Again, elevation to the TNI board is needed. Ken also suggested an open

forum of asking what session attendees want/need the AB Committee to support the reassessment process too.

Field Activities Committee: Dave expects a relatively short meeting. The accreditation process policy is moving forward. There has been some personnel shuffling on the Committee and new members are needed. Advocacy issues will be discussed in Newport Beach – EPA Office of Air and Lead Program have shown interest in the standards. Area specific requirements are being considered but are not considered to be critical right now.

Agenda item 3 – CSD Program presentation on January 14th (Ken) and agenda for CSDB lunch on January 17th

The Board reviewed the slides prepared by Ken for his plenary address on the 14th. The following comments were offered:

- Slide 14, 18 – clarify “members” – committee members or all TNI members
- Slide 5 – leave off Policy committee since not formed yet
- Consider adding a slide on appeals process

For the lunch meeting on the 17th, Ken will keep the agenda open until Newport. The session can be used to provide feedback from the Expert Committee meetings, since most will be completed by then. Also Chairs can develop their reports for the afternoon closing session.

Agenda item 4 – Review TNI appeals process

The Committee briefly reviewed the TNI appeals process in case there are questions raised in Newport with the completion of the PT and QS modules. It was confirmed that for section 5.3.7 of the TNI policies, the intent was not that voting had to be conducted by individual votes on individual comments – ‘block’ voting of the resolution of a set of comments is acceptable.

The Conference call was dropped at this point by the conference service – follow-up on other agenda items will continue at January 17, 2008 CSDB meeting at the Newport Beach Forum.

BOARD MEMBERS PRESENT:

Ken Jackson (Chair); Jeff Flowers (Accreditation Body); Denise Rice (On-site Assessment); Robert DiRienzo (Quality Systems); Anand Mudambi (Proficiency Testing); Dave Speis (Field Activities); JoAnn Boyd (At-large); Jane Wilson (Program Administrator)

2008 Meeting Schedule – to be determined

11:00 am ET to 1:00 pm ET

January 10	July
February	August
March	September
April	October
May	November
June	December

LIST OF ACTION ITEMS

Item No.	Date Proposed	Action	To be Completed By	Date Completed
1	1/10/08	Jane to work with John Applewhite on language for appeals posting on website	By Newport Beach Forum	
2	1/10/08	Ken will follow-up with TNI Board on formatting of guidance documents, etc.	Next TNI Board meeting following Forum	
3	1/10/08	Ken wil follow-up with TNI Board on issues of committee responsibility and document ownership	Next TNI Board meeting following Forum	

STANDARDS DEVELOPMENT MILESTONES FOR NEWPORT BEACH FORUM (JANUARY 14, 2008)

Policy section	Action	Date to be Completed
Voting Draft Standard documents		
5.3.8, 5.3.9	Expert Committees determine comment persuasiveness, edit Voting Draft, and document response to comments	11/09/2007
5.3.9	15-day Expert Committee vote reconsideration period (extra days included to accommodate Thanksgiving holiday)	11/30/2007
	Submit all documents for final editing	12/07/2007
5.3.9	Publish Final Standards and Response to Comments documents on TNI website	12/28/2007
	Start of Newport Beach Forum	01/14/2008

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TNI Consensus Standards Development Board Conference Call
01/10/08, 1:00 pm – 2:25 pm EST Call-in: 1-218-936-1600, 288414#

AGENDA

1. Review and approve November 29th meeting summary
2. Final committee plans for Newport Beach Forum
3. CSD Program presentation on January 14th (Ken) and agenda for CSDB lunch on January 17th
4. Review TNI appeals process
5. Next steps for PT and QS modules – Uniformity of Standards Committee review
6. FSMO accreditation process policy
7. Update on ANSI status
8. Future committee activities