

**SUMMARY OF THE
TNI CONSENSUS STANDARDS DEVELOPMENT (CSD) BOARD MEETING
MAY 8, 2008**

The Board held a meeting via teleconference on Thursday May 8, 2008, at 1:00 pm EDT. Chair Ken Jackson led the meeting.

Agenda item 1 – Review and approve March 20, 2008 meeting summary

The Board unanimously approved the March 20, 2008 meeting summary (Jeff Flowers motion, Denise Rice second).

Action items:

Item 1 – The Taxonomy issue was placed on the agenda for the May 8 call (complete)

Item 2 – Ken still needs to modify the committee operations procedures (ongoing)

Item 3 – Denise to circulate OSA committee decision making rules (completed 3/8/2008)

Item 4 – Complete

Item 5 – Complete – Process needs to be streamlined for future revisions. Uniformity of Standards Committee should not make comments that have already been addressed during consensus process.

Agenda item 2 – Standards publication progress report

Ken will be sending all the final modules to Jan for final formatting edits within a week. Following Jan's editing, the documents will be posted on the TNI website. A 30 day Appeals period will then be available to stakeholders. An email will be sent to the membership notifying them of the posting.

Agenda item 3 – Filling vacancies on Expert Committees

Jerry Parr sent a list of 2008 applicants to committee chairs. The burden is on the committee chairs to follow up with applicants. It was noted that some applied for multiple committees – how do the chairs coordinate adding people to committee? Kirstin added that she has started contacting applicants to verify their interest and to gauge committee preferences if they applied for multiple committees. Jane added that the new TNI website will have a place for listing committee needs, such as new membership, when it becomes live.

The Board discussed whether committees need to be full (15 members)? Denise had asked the TNI Board about that issue, but never heard back. It was also recognized that vacancy is a function of balance and needs in a particular technical area. In follow-up, each of the Expert Committee Chairs will email applicants to confirm their application, to let them know if committee imbalance is an issue, and to ask for more information as needed. Committee Chairs need to go through the applicant list first, then can recruit people if specific needs are not met.

Current Expert Committee needs:

PT – Currently have PT provider and accredited lab openings. Three members want to rotate off. Need to add labs and ABs. Kirstin has started contacting people on the list.

OSA – Will have three people rotating off – may add three now, one from each category, ahead of when the three leave later this year.

QS – Currently balanced, but has openings in each interest category. Needs radiochemistry and toxicology experts. Tech expertise will be primary objective in adding new members.

AB – In balance now, may lose an “other” in the future. Not looking for any new members right now.

FAC – Several new members were just added but the committee is still in need of AB representation.

Agenda item 4 – New Air Source Monitoring PT Expert Committee

The CSDP Board has approved the formation of a new Expert Committee intended to develop a standard supporting the externalization of the EPA Office of Air program for providing air proficiency testing samples for source testing manufacturing and analysis. This will not be an accreditation standard. An announcement was circulated to the TNI membership from Jerry Parr today. The PT Board has established a subcommittee to support this initiative as well. Some current Expert Committee members will be sought to provide “mentoring” to the new committee regarding TNI committee procedures, etc.

Kirstin added that one question is whether this activity will be expanded to address ambient air/lab testing, which should reside under the existing PT committee as an accreditation standard. The scope of the new initiative needs to be better defined. Some states already require the accreditation of air testing labs (e.g., testing to TO 15), but there is no PT available.

To avoid confusion about the new initiative, the new committee needs an appropriate name, such as “Air source monitoring PT committee”.

Agenda item 5 – Possible Formation of Taxonomy Expert Committee

Ken recapped the Newport Beach meeting CSDB meeting at which Sam Stribling of TetraTech reviewed a proposal to work with the North American Benthological Society (NABS) to develop a standard in the field of taxonomy. The action from the Newport Beach meeting was to have NABS confirm that they are willing to work within the TNI standards development structure. Ken has not heard from Mr. Stribling since the January meeting so the status of the proposal is not clear at the moment.

Questions that arose from Newport Beach include clarification as to whether this addresses lab accreditation and/or certifying personnel? Analysis certification can be viewed as a means of demonstration of capability in the quality system model used by TNI. Bob DiRienzo added that other types of personnel certifications might overlap with this proposal, e.g., American College of Microbiology certification.

Agenda item 6 – Brief Committee Reports

Proficiency Testing: A PT frequency subcommittee, chaired by Dan Tholen, has been established. All comments placed on hold during the last standards-development are under consideration. Future work includes the development of the committee’s decision-making rules, updating the charter, and deciding on new Committee Members.

On-Site Assessment: The committee has yet to decide if the standard needs revision in the short term. This decision may be influenced by the results of the laboratory and assessor surveys that remain open until May 16. Technical course criteria are under consideration. The laboratory volume guidance documents are almost complete.

Quality Systems: A cross-walk between the 2003 NELAC standard and the new TNI standard is underway so that a new checklist can be developed. At this time, the committee feels the standard should not be opened up again for further revision.

Accreditation Body: No further standards development activity is contemplated at this time. The committee is awaiting completion of the NELAP Accreditation Body renewals before deciding on its next actions.

Field Activities: There was no report

BOARD MEMBERS PRESENT:

Ken Jackson (Chair); Jeff Flowers (Accreditation Body); Denise Rice (On-site Assessment); Paul Junio (Quality Systems); Kirstin McCracken (Proficiency Testing); JoAnn Boyd (At-large); Jane Wilson (Program Administrator)

Absent: Marlene Moore (Field Activities)

Next Meeting is June 12, 2008.

2008 Meeting Schedule

1:00 pm ET to 2:30 pm ET

January 17 (Newport Beach)	July 10
February 7 (canceled)	August 14 (Washington DC)
March 13 – changed to March 20	September 11
April 10 (canceled)	October 9

May 8	November 13
June 12	December 11

LIST OF ACTION ITEMS

Item No.	Date Proposed	Action	To be Completed By	Completed?
1	3/20/2008	Add taxonomy proposal to next CSDB agenda	Jane/Ken	done
2	3/20/2008	Work with Policy committee to address circulation of draft committee minutes	Ken	ongoing
3	3/20/2008	Circulate OSA decision making rules to CSDB	Denise	done
4	3/20/2008	Complete editorial revisions to TNI modules	Jane	done
5	3/20/2008	Circulate USC report and modified modules to Expert Committees for review	Ken	done
6	5/08/2008	Expert committee chairs will follow-up with 2008 applicants for membership	EC Chairs	
7	5/08/2008	Identify EC members to mentor new Air PT committee	Board	
8	5/08/2008	Email TNI membership when standards are posted for appeals period	Jane/Ken	

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TNI Consensus Standards Development Board Conference Call
05/08/08, 1:00 pm – 2:25 pm ET, Call-in: # 1-218-936-1600, 288414

AGENDA

1. Review and approve March 20, 2008 meeting summary
2. Standards publication progress report
3. Filling vacancies on Expert Committees
4. New Air Source Monitoring PT Expert Committee
5. Possible formation of Taxonomy Expert Committee
6. Brief Committee Reports