

**SUMMARY OF THE
TNI CONSENSUS STANDARDS DEVELOPMENT (CSD) BOARD MEETING
MARCH 19, 2010**

The Board held a meeting via teleconference on Friday March 19, 2010, at 2:00 pm ET. Chair Bob Wyeth led the meeting.

Agenda item 1 – Roll call

Attendance:

Bob Wyeth, Chairman, At Large Member	present
Denise Rice, On-Site Assessment	absent
Silky Labie, Quality Systems (interim QS Chair)	absent
Ken Jackson, At Large Member	present
JoAnn Boyd, At Large Member	absent
Joe Aiello, Accreditation Body	present
Maria Friedman, Stationary Source Audit Sample	present
Marlene Moore, Field Activities	present
Kirstin McCracken, Proficiency Testing	present
Jane Wilson, TNI Staff	present
Ilona Taunton, TNI Staff – guest attendee	present

Agenda item 2 – Review of February 2010 minutes

Maria moved to accept the minutes as drafted and Ken seconded. All were in favor of the motion.

Agenda item 3 – Charters and Committee Membership

Bob noted that all Expert Committees have updated their charters but other TNI committees have not. Marlene will send Bob the NEFAP Board charter, which was recently reviewed by the TNI Board. Bob noted the TNI SOPs regarding committee operations are being changed to be consistent with respect to the charter review process as there seems to be confusion across the TNI organization. CSDB may not have an approval role for all charters, but Bob has volunteered the group to provide an administrative oversight function.

Bob noted the committee application from Michelle Wade (AB rep from KS) was circulated, and individual committees will assess her candidacy.

Agenda item 4 – TNI Standards Implementation (Ilona)

Ilona explained that as part of the Laboratory Accreditation System Committee (LASC) TNI standards implementation plan, she is collecting information about all the activities underway or in planning stage within TNI with respect to implementing the new standards. LASC is also

interested in ideas or concerns of what needs to be done, but might have been overlooked. The information is being compiled in a spreadsheet for tracking purposes and will be reviewed by Chairs of committees and boards, and posted in a public place for monitoring and continual updating.

Ilona noted one item associated with CSDB – TIA implementation and processing. Kirstin explained the PT committee is developing a Working Draft Standard for incorporation of the TIAs in the PT modules. The timeline is for the WDS to be reviewed over the summer prior to the August face to face meeting. Jane noted that the QS committee was planning a similar approach for their TIA.

Guidance documents are another question with respect to implementation for the PT committee and TNI overall. Bob noted a new TNI SOP on guidance documents was recently approved by the Policy committee and TNI Board. Ilona suggested that LASC will note this as a general issue. Ilona asked that expert committee chairs notify her and June Flowers if topics arise in the future so the spreadsheet can be kept up to date and efforts are not duplicated. Jane will send Ilona the invite for the next AB committee meeting. Field Activities and SSAS are not impacted by this effort, just the environmental laboratory sector standards.

Bob noted the need to finalize the TNI SOP 5-101 for Standard Interpretation Requests (SIR). He noted the Policy Committee recently reviewed the draft and is going to send it back to LASC with a lot of comments. The transition to the new TNI standard is likely to increase the level of SIRs coming in. The Policy Committee comments had some questions and concerns, such as the SIR process seems overly complicated, etc.

Agenda item 5 – Revisions to SOP 2-101; Procedures for Expert Committee Operations

Bob confirmed the 2/3 majority vote has been received from the SCDB and the updated SOP will be forwarded to Policy Committee. Approval votes were provided from Bob W., Ken J., Denise R., Joe A., Maria F., and Marlene M. No negatives votes were received.

Marlene asked about style rules for TNI documents, and if the language should be expressed as “will”, shall, etc. for different types of documents. There was information sent by Jerry earlier this week that may relate to this. Bob will re-review the SOP 2-101 and make editorial changes as needed and will bring back any substantive changes to the CSDB.

Agenda item 6 – Revisions to SOP 1-101; Operations of TNI Committees and Program Boards

Bob provided a draft of suggested changes for CSDB review. This SOP is for committees and boards other than expert committees. There was discussion about which committees and boards this SOP applies. Some boards don't seem to be mentioned in the SOP. Jane suggested that revision should perhaps wait until the TNI reorganization is completed, as it will likely need to be updated at that point as well. It is not clear right now what groups this applies to or not, so it's difficult to make appropriate recommendations for revision. The potential administrative role of managing TNI charters is a secondary question.

Marlene noted the NEFAP board did not follow some of the process in this SOP and would have to redo a lot of work.

The committee concurred that CSDB should get further clarification prior to moving ahead with revisions and should wait until the TNI reorganization is completed.

Kirstin moved to table revisions pending clarification and TNI reorganization. Joe seconded. All were in favor.

Agenda item 7 –Expert Committee Reports

SSAS – Maria

Maria reported the committee has approved a permission matrix for access to the TNI central database that is under development. It has been submitted to the TNI programmer for incorporation. The committee is updating the existing FAQs document based on EPA concerns about references to regulatory oversight. The revised document will reference only TNI standards issues. April 30 is the expected completion for EPA rulemaking. June 30 is the cutoff for availability of EPA audit samples, although many types of samples are already depleted.

FA – Marlene

Marlene noted the activity is mostly focused on NEFAP Board administration right now. The expert committee is looking at criteria for the EPA Lead program. She expects a committee meeting to be scheduled in the next couple weeks.

ABC – Joe

Joe noted the major work item is the SOP for ABs during evaluations. The committee is revising it for consistency with TNI standards. It will be provided to the NELAP Board and evaluators for comment. The timeline for completion is end of 2010. The committee is also working on an SIR for conflict of interest for assessors. The On site Assessment committee has responded to the SIR and ABC will be working on it next week.

PT – Kirstin

The Micro and Air subcommittees have completed their work. Air will fall under the scope of the Chemistry module, nothing special is needed. The committee would like to develop a guidance document for implementation, but is not sure what to address within the guidance document (no specific questions have been received yet). As mentioned before, the committee is also working on Incorporating TIA s and will be conducting an AB survey. Other TIAs may be developed for the NELAC appendices for micro and radio chemistry. The committee's intent is to try to address all TIAs at once in the upcoming WDS.

OSA – Denise (via email to Bob)

The committee is constructing the checklist for the OSA module to be used by those who assess ABs. The committee is also revising the Charter and exploring a better way to collect lab survey data.

Agenda item 8 – SOP 5-101 Discussion

See discussion under Item 4.

Agenda item 9 – Old Business

- Closure of old action items
- Guidance documents

Bob reviewed the recently approved POL-105 for creation and use of TNI guidance documents. While this document creates the policy basis for guidance, the procedure to develop guidance is still needed – see section 5, as noted by Marlene. There is Disclaimer language to be used in all guidance documents. Bob was not sure if anyone in TNI is developing the procedure. There was agreement that should probably be defined by the Policy committee. Some TNI committees have already developed guidance, so the organization needs this very quickly. Bob will follow up with a recommendation to Jerry and Alfredo.

Agenda item 10 – Open discussion/New business

No new business was raised.

Ken moved to adjourn the meeting/Joe seconded. The meeting was adjourned at 3:06 pm.

Next Meeting is April 8, 2010

2010 Meeting Schedule

1:00 pm ET to 2:30 pm ET

January 14	July 8
January 28 – Chicago forum (cancelled)	August 12
February 11	Washington DC forum
March 19	September 9
April 8	October 14
May 13	November 11
June 10	December 9

LIST OF PREVIOUS ACTION ITEMS TO BE COMPLETED

Item No.	Date Proposed	Action	Assigned to:	To be Completed by:
2	9/11/08	Investigate mechanism for posting response to appeal as an interpretation	Ken	On going
8	3/12/09	Determine sector and volume information for SSAS standards	Jane	Volume info complete – need TNI Board decision on

Item No.	Date Proposed	Action	Assigned to:	To be Completed by:
				sector
16	9/10/09	Policy Committee status on guidance documents	Bob	On going – needs development procedure
22	11/12/09	Coordinate a communication regarding the need for committee membership review and charter updates	Bob	Complete after TNI reorganization?
25	1/14/2010	Discuss version control and document archive issues with Jerry and Alfredo	Bob	3/11/2010
26	2/11/2010	Re-review for style issues and send finalized changes to SOP 2-101 to Policy Committee	Bob	4/8/2010

**TNI Consensus Standards Development Board
Monthly Conference Call**

**Friday March 19, 2010
2:00 PM EDT**

Call in #: 1-218-936-4700 Code: 822174#

1. Role Call
2. Review of February minutes
3. Charters and Committee Membership
4. TNI Standards Implementation (Ilona)
5. SOP 2-101; Procedures for Expert Committee Operations
6. Revisions to SOP 1-101; Operations of TNI Committees and Program Boards
7. Expert Committee Reports
 - Proficiency Testing
 - Quality Systems
 - On-Site Assessment
 - Stationary Source Audit Sample
 - Field Activities
 - Accreditation Body
8. SOP 5-101 Discussion
9. Old business
 - Closure of old action items
 - Guidance documents; POL-105
10. Open discussion/New business