

**SUMMARY OF THE
TNI CONSENSUS STANDARDS DEVELOPMENT PROGRAM
EXECUTIVE COMMITTEE MEETING
SEPTEMBER 9, 2010**

The Executive Committee held a meeting on Thursday September 9, 2010, at 1:00 pm ET. Chair Bob Wyeth led the meeting.

Agenda item 1 – Roll call

Attendance:

Bob Wyeth, Chairman, At Large Member	present
John Gumper, On-Site Assessment	absent
Silky Labie, Quality Systems	present
Ken Jackson, At Large Member	present
JoAnn Boyd, At Large Member	absent
Joe Aiello, Accreditation Body	absent
Maria Friedman, Stationary Source Audit Sample	present
Marlene Moore, Field Activities	absent
Kirstin McCracken, Proficiency Testing	absent
Jane Wilson, TNI Staff	present

NOTE – Sufficient attendance to establish a quorum to conduct business was not present.

Agenda Item 2 – Review and approval of August meeting minutes

Since a quorum was not present, Bob will follow up with an email to committee members to approve the minutes.

Agenda Item 3 - SOP Reviews

1. 2-100; Revision 1.1
2. 2-101; Revision 1.0
3. 1-105; Process for Creating Guidance

Bob reported that SOPs 2-100 and 2-101 were approved by the TNI Board on Sept 8. Some final formatting is to be done with respect to adding the approval dates and they will be posted. Jane will track these to make sure they get posted in a timely fashion.

Bob also wanted to highlight the new SOP 1-105 for creating TNI guidance documents. Any new guidance documents will need to follow this new process. There is also a companion Powerpoint presentation that provides background and an overview of the SOP. Bob will also put this in an

email to the whole group to emphasize the new procedure and its use during development of guidance for the upcoming implementation of the TNI standards.

Agenda Item 4 - Implementation of the new TNI Standard

Bob noted that some concerns and/or rumors about implementation of the new standard have been circulating that some AB states won't adopt all or part of the new standard. There is also the issue of states not being able to do out-of-state travel and how secondary accreditations will be supported going forward. Bob emphasized that everyone will be working together to stay on track for the July 2011 implementation. Some additional modifications of the standards may be necessary, so some of these issues will come back to the Expert Committees. The TNI Board believes the issues can be worked through, but it will take a concerted effort by the organization as a whole. Bob will also provide some assurance to the other Expert Committees not on the call as well.

Agenda Item 5 – Expert Committee Reports

- Proficiency Testing – Representative not available
- Quality Systems

Silky reported the Quality Systems has a lot on its plate. They will be reviewing the comments on the modifications to the QS modules to develop the Voting Draft Standard (VDS). They also have five requests for interpretations in progress and will be working on the quality manual template. TAC intends to showcase the template in January during the Savannah meeting. The committee lost one AB member and may try to fill the opening with one of the new AB states – either VA or MN. They are also trying to get an EPA person on board following submittal of paperwork.

The status of the changes to the QS modules was discussed. Ken also mentioned the potential for a new expert committee that will deal with detection limit and calibration issues for the accreditation standards going forward. Silky noted that the current amendments are intended to clarify, not change, the intent of the TNI QS standards.

- On-Site Assessment – Representative not available
- Stationary Source Audit Sample

Maria noted her committee will start meeting Monday Sept 13 to review the final EPA SSAP rule. EPA will review the TNI standards and the updates to the TNI SSAS table that are under development. She asked EPA whether a formal proposal is needed in order to have the TNI program reviewed, but EPA has confirmed that is not needed. She discussed the current committee makeup and whether additional members were needed. Bob will also convey that message about review of committee openings to the other chairs.

- Field Activities (Marlene sent an update by email prior to the meeting)

FA has received two interpretations. We have drafted clarification language for the first and we are working on the second. We are following the TNI process for handling interpretations/clarifications to the standard.

It was determined by the Executive Director that if a blunder exists we can change the standard. The FA committee is currently reviewing the standard to ensure no more blunders exist so we can republish the standard to fix all at the same time (if there are any more.) This is to be completed by next Friday.

- Accreditation Body – Representative not available

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 ACTION ITEMS TO BE COMPLETED

Item No.	Date Proposed	Action	Assigned to:	To be Completed by:
1	3/12/09	Determine sector and volume information for SSAS standards	Jane	Volume info complete – need TNI Board decision on sector
2	9/9/10	Email to EC members for approval of August minutes	Bob	10/14/10
3	9/9/10	Ensure new versions of SOPs 2-100 and 2-101 are posted	Jane	10/14/10
4	9/9/10	Communicate to Expert Committee chairs regarding several issues covered in Sept 9 meeting	Bob	10/14/10

Consensus Standard Development Executive Committee
Conference Call
September 9, 2010; 1:00 PM EDT
1-212-936- 4700; code 822174#
AGENDA

1. Roll Call
2. Review and approval of August minutes
3. SOP reviews
 - a. 2-100; Revision 1.1
 - b. 2-101; Revision 1.0
 - c. 1-105; Process for Creating Guidance
4. Implementation of the new TNI Standard
 - a. In response to the allegation that NELAP ABs do not intend to implement the new PT standard, the NELAP AC polled members. NY indicated that their current regulations would not allow reporting “less than” values for PTs. NY is reluctant to try to change their regulations because of lack of stakeholder support for this change. NY reported that the PT Expert Committee had been informed that NY would have a problem implementing this requirement of the new standard, but the comment was ruled non-persuasive. It is uncertain how this will impact NY’s ability to recognize accreditations issued by other NELAP ABs. PA will have a similar situation. TX reported that it cannot require analysis of experimental PT’s if the experimental tables continue to exist. FL will be unable under current law to allow PTs from non-accredited providers. Several ABs reported that they will not implement the new standard in their “state only” programs. The NELAP AC will continue to have discussions to determine if there are ways that the new standard can be implemented and maintain mutual recognition
5. Expert Committee Reports
 - a. Proficiency Testing
 - b. On-Site Assessment
 - c. Quality Systems
 - d. Accreditation Body
 - e. Field Activities
 - f. Stationary Source Audit Sample
6. Old Business
7. New Business