

**SUMMARY OF THE
TNI CONSENSUS STANDARDS DEVELOPMENT (CSD) BOARD MEETING
APRIL 9, 2009**

The Board held a meeting via teleconference on Thursday April 9, 2009, at 1:00 pm EDT. Chair Ken Jackson led the meeting. The Chair welcomed Bob Wyeth, Member at Large, who has assumed the duty of Vice Chair.

Agenda item 1 – Review and approve March 12, 2009 meeting summary

The Board reviewed the meeting summary from March 12, 2009 and the minutes were accepted as drafted.

Review of action items:

- Action item 1. Ken Jackson reported that he had contacted the Policy Committee chair, who agreed that circulation of draft minutes to Associate Committee Members should be at the discretion of the Expert Committee Chair. He also indicated the Policy Committee will consider if a policy is required.
- Action item 2. Ken Jackson had contacted Jerry Parr, who suggested posting the appeal and its disposition on the CSDB web pages. Following a brief discussion the Board decided to take no action until the pending Policy on Dispute Resolution has been finalized.
- Action item 6. Any guidance documents are due by July 15, 2009.
- Action item 8 is still pending
- Action item 9 is complete. TIAs were discussed later in the conference call (see below).

Agenda item 2 – Status of TIAs

The Board had previously voted affirmatively, by e-mail, that TIAs #2-5 issued by the PT Committee meet the criteria of an emergency nature. An emergency nature vote was conducted on TIA #1 and this received 5 affirmative votes and 1 abstention. Since a majority of Committee Members had voted in favor, the vote passed affirmatively. It was agreed that these proposed TIAs will be sent concurrently to LASC for the comments and to Jerry Parr for posting on the website.

A further TIA is expected from the PT Committee. This concerns Section 7 of V2M2, dealing with AB evaluation of results received from PT providers. The PT Committee is waiting for input from the NELAP ABs before drafting this TIA.

Agenda item 3 – Update on Editorial Changes to the Environmental Sector Standard

Ken Jackson reported that a tracked version of modules and volumes with editorial changes had been sent to LASC.

Agenda item 4 – Guidance Document Format

There was general agreement that a format should not be determined until it had been decided what guidance documents will be produced and they have been drafted, since the differing nature of the guidance documents may indicate that a fixed format should not be used. This led to further discussion on the need for guidance documents. The TNI standard is much simpler and clearer than the 2003 NELAC standard, and consequently several Board members feel that guidance documents should not be needed. If there is a need for interpretation, there is already a process for this. Ken Jackson agreed to seek further feedback from NELAP. Specifically, what guidance documents are really needed and how they will be used.

Agenda item 5 – Brief Expert Committee Reports

Proficiency Test Committee - PT frequency will be discussed on the next conference call, and the final report of the PT frequency subcommittee is due shortly. WET and Radiochemistry subcommittees are being formed. The committee will soon prepare its annual report and update its charter. Several comments on hold from the last voting session need to be considered.

Quality Systems Committee – A quality manual template and on-site checklist are to be developed

Stationary Source Audit Sample Committee – The committee has almost finished considering the public comments on the Working Draft Standard, the voting draft standard (VDS) should be presented for membership vote in early May 2009. A database subcommittee has been formed.

There were no reports from the On-site Assessment, Accreditation Body, or Field Activities Committees.

BOARD MEMBERS PRESENT:

Steve Arms (for Joe Aiello, Accreditation Body); Ken Jackson (Chair); Paul Junio (Quality Systems); Joann Boyd (At-Large); Maria Friedman (SSAS); Bob Wyeth (Vice Chair)

Absent: Marlene Moore (Field Activities); Denise Rice (On-site Assessment); Jane Wilson (Program Administrator)

Next Meeting is May 14, 2009

2009 Meeting Schedule

1:00 pm ET to 2:30 pm ET

January 8	July 9
February 12	August 13
March 12	September 10
April 9	October 8
May 14	November 12
June 11	December 10

LIST OF ACTION ITEMS

Item No.	Date Proposed	Action	To be Completed By	Completed?
1	3/20/2008	Work with Policy committee to address circulation of draft committee minutes	Ken	Complete
2	9/11/2008	Investigate mechanism for posting response to appeal as an interpretation	Ken	ongoing
3	2/12/09	Ken to send current draft of TIA policy to EC Chairs	Ken	Complete
4	2/12/09	Ken to contact Bob Wyeth about nomination to be CSDB Chair	Ken	Complete
5	2/12/09	EC Chairs to forward editorial changes to Ken and Jane for review	EC chairs	Complete
6	3/12/2009	Update CSDB on timeline for guidance document development	Ken	Complete
7	3/12/2009	Responses on editorial changes will be sent back to LASC	QS and PT committees	Complete
8	3/12/2009	Determine section and volume information for SSAS standards	Jane	ongoing
9	3/12/2009	Contact Kirstin about TIA development and approval for PT committee	Ken	Complete
10	4/9/09	Proposed TIAs to be sent to LASC and to Jerry Parr for posting	Ken	
11	4/9/09	Seek input from NELAP (through LASC) on guidance documents	Ken	

TNI Consensus Standards Development Board Conference Call
04/09/09, 1:00 pm – 2:25 pm EDT, Call-in: # 1-218-936-4700, 288414

AGENDA

1. Review and approve March 12, 2009 meeting summary and review action items
2. Status of TIAs
3. Update on Editorial Changes to the Environmental Sector Standard
4. Guidance Document Format
5. Brief Expert Committee Reports
6. Other business