

**SUMMARY OF THE  
TNI CONSENSUS STANDARDS DEVELOPMENT (CSD) BOARD MEETING  
JUNE 11, 2009**

The Board held a meeting via teleconference on Thursday June 11, 2009, at 1:00 pm EDT. Chair Ken Jackson led the meeting. .

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

The Board reviewed the meeting summary from May 14, 2009 and the minutes were accepted as drafted (proposed by Denise Rice and seconded by Paul Junio).

Review of action items:

- Action item 4. The LASC already updated the table to reflect the editorial changes. Ken and Jane will add the TIAs once they are complete.
- Action item 5. This awaits finalization of the TIAs.
- Action item 6. On the agenda for this call.

**Agenda item 2 – Status of Tentative Interim Amendments (TIAs).**

The first four Proficiency Testing (PT) TIAs are complete and the PT Committee is ready to vote on them. The fifth PT TIA may need further committee consideration, since Dr. Carl Kircher has recently questioned whether the scoring requirements in Volume 3, Section 10.3 are in compliance with 40CFR Part 141. Bob Wyeth has already had discussions with Carl Kircher and the PT Committee will also contact him to hopefully resolve this issue quickly.

The public comment period for the Quality Systems (QS) TIA yielded one substantive comment that led to an editorial change. The QS Committee is scheduled to vote on this TIA in about a week.

Ken Jackson reported that the Laboratory Accreditation System Committee (LASC) has reported its completed review of all editorial changes to the Environmental Sector modules/volumes. Only one editorial change previously suggested by LASC has not been addressed, but the PT Committee had decided this would be more than editorial and is the subject of one of the TIAs that is nearing completion.

The PT and QS Committees agreed to finalize the TIAs as soon as possible, and to report to Ken Jackson (copied to Bob Wyeth and Jane Wilson). Ken and Jane will then add the TIAs into the tracked version of the standard that already has the editorial changes.

**Agenda item 3 – San Antonio Planning**

The On-Site Assessment (OSA), QS and AB committees agreed to participate in the Tuesday afternoon session to discuss their recent activities. It was suggested that the subject of standards guidance documents should also be discussed, so that the Board and Expert Committees can

receive input on what guidance documents will really be needed to implement the new Environmental Sector standard. Bob Wyeth agreed to lead and coordinate this discussion. The Board decided to hold the session during the first half of the afternoon, and retain the option to continue after the break if the discussion merits it.

The remaining Expert Committees already have separate sessions scheduled in San Antonio.

#### **Agenda item 4 – Update of Charters for CSDB and Expert Committees**

The OSA Committee completed its charter update within the last three months. The TNI Board has been asked to provide the old charters of the other committees, so they can also be updated.

The CSDB charter was discussed in detail. Ken Jackson will make the suggested changes to the old document and circulate it to the Board for finalization during the next meeting.

#### **Agenda item 5 – Brief Expert Committee Reports**

Proficiency Test Committee - The documentation submitted by PT frequency sub-committee has been reviewed. The committee is meeting bi-weekly, with alternate sessions being devoted to the frequency issue.

On-site Assessment Committee – An on-site assessment guidance document for laboratories is complete, and the committee is close to completing basic assessor training and technical training guidance documents.

Quality Systems Committee – Work has started on the assessor checklist based on the new TNI standard.

Accreditation Body – The committee is working with Lynn Bradley to post the NELAP evaluator and AB assessor checklists on the website.

Field Activities - The committee had two meetings in May to provide input on a feasibility plan for development of the NEFAP. The committee plans to have a document to the TNI Board for the July meeting.

Stationary Source Audit Sample Committee – The voting period on the committee’s Voting Draft Standard will be complete on June 30. The committee is meeting weekly to consider the comments received. The comments will be discussed in San Antonio.

#### **BOARD MEMBERS PRESENT:**

Joe Aiello, Accreditation Body); Joann Boyd (At-Large); Maria Friedman (SSAS); Ken Jackson (At-Large and Chair); Paul Junio (Quality Systems); (Shawn Kassner for Kirstin McCracken (Proficiency Testing); Marlene Moore (Field Activities); Denise Rice (On-site Assessment); Bob Wyeth (At-Large and Vice Chair).

**Next Meeting is July 9, 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**

| <b>Item No.</b> | <b>Date Proposed</b> | <b>Action</b>   | <b>To be Completed By</b> | <b>Completed?</b>                  |
|-----------------|----------------------|---|---------------------------|------------------------------------|
| 1               | 9/11/2008            | Investigate mechanism for posting response to appeal as an interpretation | Ken                       | Ongoing – Jerry has been contacted |
| 2               | 3/12/2009            | Determine section and volume information for SSAS standards               | Jane                      | Sector designation outstanding     |
| 3               | 5/14/2009            | Send new TIAs to Jerry for public comment posting                         | Jane                      | Completed                          |
| 4               | 5/14/2009            | Add brief resolutions to LASC report                                      | Ken/Jane                  | On-going                           |
| 5               | 5/14/2009            | Develop summaries of TIA actions  | QS and PT ECs             | On-going                           |
| 6               | 5/14/2009            | Charter review discussion for next CSDB meeting                           | Jane                      | Completed                          |
| 7               | 6/11/2009            | PT and QS Committees to finalize TIAs and report to Ken                   | Kirstin/Paul              |                                    |
| 8               | 6/11/2009            | Work with Jerry Parr to arrange Tuesday afternoon session in San Antonio  | Bob                       |                                    |
| 9               | 6/11/2009            | Update the Board charter and circulate to the CSDB members                | Ken                       |                                    |

**-DRAFT-**

**TNI Consensus Standards Development Board Conference Call**  
06/11/09, 1:00 pm – 2:25 pm EDT, Call-in: # 1-218-936-4700, 288414

**AGENDA**

1. Review and approve May 14, 2009 meeting summary and review action items
2. Status of TIAs for Quality Systems and Proficiency Testing
3. San Antonio Planning
  - a. Tuesday afternoon session for QS, AB, and OSA to update on ongoing activities
  - b. Separate sessions to be scheduled for any other committees?
4. Update of charters for CSDB and Expert Committees
5. Brief Expert Committee Reports
6. Other business