

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

The Board held a meeting via teleconference on Thursday July 9, 2009, at 1:00 pm EDT. Chair Ken Jackson led the meeting. .

**Agenda item 1 – Review and approve June 11, 2009 meeting summary**

The Board reviewed the meeting summary from June 11, 2009 and the minutes were accepted as drafted with one editorial spelling correction (motioned by JoAnn Boyd and seconded by Bob Wyeth).

Review of action items:

- 1) Waiting on response from Jerry
- 2) Waiting for guidance on sector assignment
- 3) Completed by LASC
- 4) TIA summaries – PT not done yet, Kirstin will complete by end of week
- 5) TIA development done
- 6) Bob working on Tuesday session with Jerry – need to formulate agenda
- 7) Updated charter circulated

**Agenda item 2 – Progress on TIAs and the Environmental Sector standard**

Kirstin provided an update on Proficiency Testing status. All six TIAs are done, but another issue has come up. The TNI PT Board has rescinded their vote on discontinuation of experimental PTs, so this is another issue that may need TIA development. The PT Board had previously voted to discontinue the FoPT table for experimental PTs, but has decided to rescind that vote. The PT Expert Committee left language referencing experimental PTs in the standards thinking that the PT Board was discontinuing them. The standard only requires experimental PTs if the FoPT table exists. The PT Committee would now need to address the negative comments on experimental PTs from the TNI voting that had been deferred. Kirstin noted she has not received the rationale for why the PT Board has rescinded the earlier vote. Kirstin will ask for an explanation of why they made the decision.

Ken noted that the PT Committee should move ahead with the standards as amended by the completed TIAs. The decision of PT Board should be made public to the TNI membership if it hasn't been already. It should be on the Forum agenda in San Antonio.

Paul confirmed that the Quality Systems TIA is done as well.

Next steps:

- 1) Ken will insert the TIA language in the standards and will highlight it and send to Iona for LASC review.

- 2) LASC issue tracking table will also need updating but will not be a priority for completion.
- 3) Kirstin will complete brief summaries for the PT TIAs as soon as possible.

As the TNI environmental standard is now complete, Ken will step down as Chair and Bob Wyeth will take over as Chair in San Antonio.

### **Agenda item 3 – Naming of the Environmental Sector standard**

Ken received an email from Sharon Mertens asking about how to reference the new TNI standard. The board agreed that the general reference will be to the “TNI standard” without referencing dates, since revision dates will vary between the different modules after some time. For document control purposes, the inclusion of editorial changes and TIAs should be reflected in the revision date of the individual documents as applicable.

### **Agenda item 4 – Process for approval of SOPs and policies**

Denise outlined an issue related to the guidance documents being developed by OSA. Jerry Parr had previously sent an email about how SOPs and other TNI documents get tracked and approved. Denise proposes that this process also be used for guidance documents rather than being forwarded for LASC review. A guidance document doesn't have to be followed if someone chooses not to. For these particular guidance documents, the hope is that ABs will use them, as ABs are ultimately responsible for the training of their assessors. Denise does not currently have an active state person on her committee.

Bob suggested getting input from the Policy committee as to whether they agree it is within their scope of activity to review guidance documents. If they do not want to do it, CSDB could approve it. ABs don't need to use the guidance and they can do their own thing. Ilona pointed out that while it's guidance, it will have TNI's name associated with it.

Issuance of guidance documents will be talked about in San Antonio, so the issue was tabled for future consideration. This will also allow the Policy Committee to weigh in first. Bob and JoAnn are on the Policy Committee. Ken noted the need to finalize the updated CSDB policies as well.

### **Agenda item 5 – Planning for the San Antonio meeting**

Ken described the workshop that will be presented on the TNI standard the first day. It is based on the previous workshop given at Pittcon in Chicago. Ken will introduce it, PT will present (Shawn Kassner), QS (Bob DiRienzo), and AB (Joe Aiello instead of Jeff Flowers?).

Bob is organizing the Tuesday afternoon session. The board discussed whether it should be a regular meeting or an opportunity to provide updates on what's been going on. It will be informational, such as review of the updated charter. Other possible topics – guidance documents, status of TIAs/process of developing TIAs, charter, other active issues. Bob will draft an agenda for the rest of the board's review. QS will have some kind of meeting during the week. OSA and AB do not have other sessions scheduled.

## **Agenda item 6 – CSDB charter**

Ken incorporated changes proposed at the last meeting. Key milestones section needed to be updated and he updated the membership list. The Board agreed to keep in major historical milestones. Ken will add in 2008 milestones. Implementation of standards is another group's milestone. We don't know enough about NEFAP to make this a milestone yet, as well as the SSAS program. Ken will update and send by email for concurrence.

The new charter was subsequently approved by email as of July 22, 2009.

## **Agenda item 7 – Expert Committee Reports**

PT – Finalized TIAs were discussed previously. The current focus is on PT frequency issue and prep for San Antonio. The Committee will announce a recommendation on PT frequency in San Antonio. The Committee is still reviewing data on part of the comments from TNI voting and considering other issues such as DMRQA.

OSA – The basic assessor training guidance document has been provided for TNI posting and comment for 45 days. Lab and technical trainer guidance documents are awaiting the approval process decisions. Denise also expressed that her committee want to redo surveys from last year in hopes of better response.

QS – Paul reported his Committee is delegating work on drafting of checklists for the new standard. Some members of QS have been participating in the Small Lab Forum.

SSAS – Maria reported the Committee is reviewing comments on the Voting Draft Standards for preparation for San Antonio.

FAC – Ilona reported the Committee is considering options for oversight of the ABs, since third parties are involved. It was approved by the TNI Board to use TNI programming for oversight (rather than an external oversight body). The next step is to evaluate the financial implications and evaluate needed changes to TNI structure to implement the program.

## **Agenda item 8 – Other business**

No other business was proposed.

## **BOARD MEMBERS PRESENT:**

Joann Boyd (At-Large); Gregg O'Neal (proxy for Maria Friedman, SSAS); Ken Jackson (At-Large and Chair); Paul Junio (Quality Systems); Kirstin McCracken (Proficiency Testing); Ilona Taunton (proxy for Marlene Moore, Field Activities); Denise Rice (On-site Assessment); Bob Wyeth (At-Large and Vice Chair); Jane Wilson (program administrator).

**Next Meeting is August 11, 2009**

**2009 Meeting Schedule**

1:00 pm ET to 2:30 pm ET

January 8	July 9
February 12	August 11 – San Antonio forum
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	Add brief resolutions to LASC report	Ken/Jane	Completed (by LASC)
4	5/14/2009	Develop summaries of TIA actions	QS and PT ECs	PT summary needed
5	6/11/2009	PT and QS Committees to finalize TIAs and report to Ken	Kirstin/Paul	Completed
6	6/11/2009	Work with Jerry Parr to arrange Tuesday afternoon session in San Antonio	Bob	On-going
7	6/11/2009	Update the Board charter and circulate to the CSDB members	Ken	Completed
8	7/9/2009	Insert TIA language in standards and provide to LASC	Ken	
9	7/9/2009	Report on guidance document discussion with Policy committee	Bob and JoAnn	
10	7/9/2009	Update historical milestones and circulate charter for approval	Ken	Completed

<b>Item No.</b>	<b>Date Proposed</b>	<b>Action</b>	<b>To be Completed By</b>	<b>Completed?</b>
11	7/9/2009	Draft agenda for CSDB August session	Bob	

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**TNI Consensus Standards Development Board Conference Call**  
07/09/09, 1:00 pm – 2:25 pm EDT, Call-in: # 1-218-936-4700, 288414

**AGENDA**

1. Review and approve June 11, 2009 meeting summary and review action items
2. Progress on TIAs and the Environmental Sector standard
3. Naming of the Environmental Sector standard
4. Process for approval of SOPs and policies
5. Planning for the San Antonio meeting
6. CSDB charter
7. Expert Committee Reports
8. Other business