TNI CONSENSUS STANDARDS DEVELOPMENT PROGRAM
EXECUTIVE COMMITTEE MEETING
MARCH 10, 2011

The Executive Committee held a meeting on Thursday March 10, 2011, 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 Gumpper, 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	present
Maria Friedman, Stationary Source Audit Sample	present
Marlene Moore, Field Activities	absent
Kirstin McCracken, Proficiency Testing	present
Richard Burrows, Environmental Measurement Methods	present
Jane Wilson, TNI Staff	present

Agenda Item 2 – Review and approval of January and February 2011 meeting minutes

Bob asked for comments on the January 2011 minutes and none were offered. Silky motioned to accept as drafted and Maria seconded. All were in favor of the motion. The January 2011 minutes were approved as drafted.

Bob asked for comments on the February 2011 minutes and none were offered. Kirstin motioned to accept as drafted and Maria seconded. All were in favor of the motion. The February 2011 minutes were approved as drafted.

Agenda Item 3 – Charter Renewals

Bob noted that he had finished the proposed CSD EC charter update. He updated the membership section and added highlights of note in the milestones section. Bob asked for other suggestions on updating key milestones or other sections.

Silky asked about the charter update bullet item and the relation to committee balance. Bob thought it could be deleted as being redundant. He will add relevant dates as needed. It was noted that several items should be expressed in past tense.

At the time of the charter discussion a quorum was not present, so Bob will ask the executive committee to approve later by an email vote. He will also note the change in program administration with Ken Jackson taking over as Program Administrator from Jane Wilson. This change will be effective April 1st. Ken will send a resignation notice to Bob's attention.

Agenda Item 4 – Expert Committee Reports

- Field Activities

No report available.

- Proficiency Testing

Kirstin reported that the PT expert committee just approved its updated charter. They have received two applications for membership. One is from a laboratory (already at maximum representation), and one is from ACLASS, a proficiency testing accreditor. Kirstin will ask the ACLASS candidate for more information. The committee would still be balanced if the ACLASS representative is added.

Since the Savannah meeting the PT expert committee has reviewed its draft TIAs and interfaced with the NELAC Accreditation Council. It was decided that only the TIA for Whole Effluent Toxicity (WET) was needed immediately. The committee is proposing three components for different TNI modules. The draft was presented to the Accreditation Council for feedback. The 90 day study timeframe corresponds with current DMRQA requirements.

Bob asked about the timeframe between the WET PTs and whether a minimum timeframe is needed to separate them. Kirstin explained that WET PTs are only available through DMRQA, which constrains their availability. The WET PTs are virtually annual by nature. It was also noted that the lab just has to analyze the PT, and doesn't need to pass it as long as a corrective action report is generated.

Ken asked whether the proposed additions go beyond what can be addressed by a TIA. Kirstin noted that part of the issue is that the PT executive committee approved FoPTs for WET without a WET PT standard being in place. The Accreditation Council wants the TIA because there are WET FoPTs. It was suggested that this shouldn't be an implementation barrier for the ABs since there are no consequences for failure. The alternative is laboratories having to do two PTs a year, like other analytes. For WET there are no official or regularly scheduled PT studies except for DMRQA. It is a long test, and there are valid arguments for not doing two per year. Other experts have felt that WET PT failure was fine with corrective action.

Kirstin suggested another option is to have the PT executive committee remove the WET FoPT. The WET PT is not tied to laboratory accreditation and there is little impact for failure. Performing the WET PT is still a requirement of DMRQA, but it could be removed from the TNI FoPT. For DMRQA, EPA only requires a corrective action report as well.

Ken's opinion is that the proposed TIA does not meet the requirements of the TNI standards development requirements. Kirstin suggested that what is needed is a TNI policy that FoPTs are not developed without an appropriate standard being in place first.

The committee discussed whether ABs can implement the standard without this TIA language – Joe didn't remember Accreditation Council discussion on this topic, but he didn't see why the TNI standards can't be implemented without it. It was not clear if the Accreditation Council considered it with respect to implementation. Kirstin knows that WET labs are concerned about this language and don't want it tied to accreditation. The timeline for a working draft standard could have changes to the TNI standards approved in approximately a year. The Accreditation Council was asking for it because WET is in the FoPTs. It was added to the FoPTs by the Proficiency Testing executive committee at the request of the DMRQA coordinator, not the Accreditation Bodies.

Ken moved that the request for the TIA to be considered to be of an emergency nature be denied under the rationale that it is inconsistent with SOP 2-100, section 5.5 because it is likely to be controversial. Silky seconded the motion. Kirstin and Joe abstained during the committee vote, and all others were in favor. The motion passed.

Ken moved that the Consensus Standards Development executive committee urge the Proficiency Testing executive committee to remove the FoPT tables for WET. The motion was second by Richard. The committee discussed the potential impact on the DMRQA program and whether the information can be housed somewhere else besides the FoPT tables. Kirstin noted a similar concept was proposed for experimental PTs, but TNI doesn't have a process to accommodate it. Joe abstained during the committee vote, and all others were in favor. The motion passed.

Bob will coordinate communication with Eric Smith and Jerry Parr on these decisions so the issue can be presented to both the Proficiency Testing executive committee and the TNI Board.

- On-Site Assessment

No report available.

- Quality Systems

Silky noted the QS committee hasn't met since Savannah. They will continue to review comments from the recent voting period. They intend to have a new working draft standard for the Seattle meeting. The committee will target mid – July for posting the WDS on the TNI website.

- Accreditation Body

Joe noted his committee hasn't met since Savannah as well.

- Stationary Source Audit Sample

Maria provided an update on recent SSAS activity. After the EPA review of the TNI SSAS program documentation, EPA came back with additional comments on the TNI standards. In response to the additional comments, one additional TIA is needed, in V1M3. Maria explained the background of the item being deleted and that it more likely applies to PTs than audit samples. Upon further review, the SSAS committee decided that other subsections fully addressed the issue of sharing audit samples with other laboratories. Ken noted the expert committee is essentially removing redundant language without changing the intent.

Jane suggested incorporating the change to "PT Executive Committee" rather than "PT Board" – this can be incorporated as an editorial change.

Maria motioned to accept the proposed TIA in support of compliance with the new EPA regulatory program. The motion was seconded by Ken. All were in favor of the motion.

- Environmental Measurement Methods

Richard reported his committee had a conference call yesterday. Two working groups have been formed, and these groups are working on calibration development and calibration assessment.

Agenda Item 5 – Old Business

No old business required discussion.

Agenda Item 6 – New Business

No new business was discussed.

2011 Meeting Schedule
Second Thursday 1:00 pm ET to 2:30 pm ET

January 13	July 14
February 2 – Savannah forum	Seattle forum
February 10 (cancelled)	August 11
March 10	September 8
April 14	October 13
May 12	November 10
June 9	December 8

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	Ensure new versions of SOPs 2-100 and 2-101 are posted	Jane	complete
3	9/9/10	Communicate to Expert Committee chairs regarding several issues covered in Sept 9 meeting	Bob	complete
4	1/13/11	Jane to distribute charters for updating	Jane	complete
5	12/9/10	Chairs to update charters for 2011	EC Chairs	ongoing
6	12/9/10	Chairs to forward QMP comments to Lynn Bradley	EC Chairs	ongoing
7	3/12/11	Bob to communicate with Eric Smith and Jerry Parr regarding WET FoPTs	Bob	

Consensus Standard Development Executive Committee
Conference Call
March 10, 2011; 1:00 PM EDT
1-218-936- 4700; code 822174#
<u>AGENDA</u>

1. Roll Call
2. Review and approval of January minutes
3. Charter Renewals
4. Expert Committee Reports
    a. Field Activities
    b. Proficiency Testing
        i. Proposed TIA
    c. On-Site Assessment
    d. Quality Systems
    e. Accreditation Body
    f. Stationary Source Audit Sample
        i. Proposed TIA
    g. Environmental Monitoring Methods
5. Old Business
6. New Business