

**SUMMARY OF THE
TNI CONSENSUS STANDARDS DEVELOPMENT
EXECUTIVE COMMITTEE MEETING
APRIL 10, 2014**

The Executive Committee held a conference call on Thursday, April 10, 2014, at 1:00 pm EDT. Chair Bob Wyeth led the meeting.

Agenda item 1 – Roll call

Attendance:

Jeff Flowers, Lab Accreditation Body	Present
JoAnn Boyd, At Large Member	Absent
Justin Brown, Field Activities	Absent
Richard Burrows, Environmental Measurement Methods	Present
Robin Cook, Microbiology	Present
Jessica Evans, At Large Member	Present
Maria Friedman, Stationary Source Audit Sample	Present
Paul Junio, Quality Systems	Absent
Shawn Kassner, Proficiency Testing	Absent
Bob Shannon, Radiochemistry	Absent
Bob Wyeth, Chairman, At Large Member	Present
Ken Jackson, Program Administrator	Present
Iлона Taunton, TNI staff	Present

Agenda Item 2 – Review and approval of February 13, 2014 minutes

It was moved by Jeff and seconded by Richard to approve the February 13, 2014 minutes. All were in favor.

Agenda Item 3 – Charter revisions

The committee looked at all the revised charters to confirm all were current. It was noted that the Laboratory Accreditation Body Expert Committee membership was not balanced. Bob said he would forward all the charters to the TNI Board of Directors.

Bob also said he would present the updated CSDEC charter during the May conference call.

Agenda Item 4 – Standards Tracking

Bob had circulated a revised spreadsheet. Ken offered the following changes that would reflect the requirements in SOP 2-100:

- column G was deleted, since there is no response to comments on the Working Draft Standard;
- column J referred to comments considered on the Voting Draft Standard (VDS), and it was suggested to change the header to “Comments Considered Publicly”;
- column L referred to voters’ comments on the VDS being published, and it was suggested to change the header to read “Response to Comments and Modified VDS Published”;
- column M (Formal Outreach) and column N (Interim Standard Published) were switched to reflect the order in which the processes occur.

With these changes, it was agreed the standards tracking spreadsheet was now complete. Ken suggested maintenance of the spreadsheet should be an administrative function and therefore his responsibility. It would be stored in the TNI Dropbox and he would send it to the CSDEC whenever there were changes.

Agenda Item 5 – Guidance Document for Development and Maintenance of Standards regarding structure, formatting and Style; document control summary/version control guidance document

Bob had sent out the latest version of the document. This included a section on Version Control, which Bob went through and explained. The style section referred to the TNI logo. Standards that are designated “American National Standard” would require the ANSI log to be displayed. Ken said he would send a standards title page to Bob, showing how that logo must be displayed.

Agenda Item 6 – Editorial change to SOP 2-100, V2.0

In response to a request from the Laboratory Accreditation System Executive Committee, it was agreed to add the following definition to SOP 2-100:

“Modified Interim Standard – A revised version of the Interim Standard following review by stakeholders and/or changes made by the Expert Committee which is then presented for voting. “

Agenda Item 7 – Expert Committee Reports

Field Activities. Justin had reported by e-mail that the standard had been adopted by the NEFAP Executive Committee who now needed to agree on its implementation date. He said the mobile laboratory subcommittee was now meeting regularly to address the issue. The committee was working on an informal list of "process" recommendations to capture and pass along to the next group working on the Standard (these are things that would not be appropriate for the SOP but are just things learned from the process that can help the committee in the next round).

Proficiency Testing. Shawn reported by e-mail that Volume 3 had been posted as a WDS for review and a webinar had been scheduled for May 6. Ken had sent an email to Lynn Bradley asking her to encourage the ABs to participate in the webinar. Shawn said there is a new version of ISO 17043 on the horizon, which has removed some of the requirements of the present version, such as requiring analyses to be completed by an ISO 17025 laboratory. The committee was looking ahead to see that important requirements such as these are added to Volume 3 and working to ensure Volume 3 takes into account this new version of ISO 17043. Review of the

Volume 4 WDS was nearly complete and the committee should be finishing this up in the next two meetings. Then this volume will be posted as a WDS, with subsequent webinar and comments. Shawn said the committee was about to vote to release Volume 1 Module 1 and Volume 2 Module 2 as Voting Draft Standards.

Quality Systems. There was no report.

Laboratory Accreditation Body. Jeff said the committee would be considering third party assessor credentials next.

Stationary Source Audit Sample. Maria reported that the committee was continuing to work on the Provider Working Draft Standard. They had received information from EPA on how the program could be expanded.

Chemistry. Richard reported the committee was dealing with several Standards Interpretation Requests, and was working on Limit of Quantitation concepts for the proposed quantitation standard. The Calibration Modified Voting Draft Standard had been published on the website, and responses to comments had been published and sent to all individual commenters.

Microbiology. Robin said the committee was continuing to work through the standard.

Radiochemistry. Ilona reported the Working Draft Standard (WDS) should be posted the first week of June and there would be a WDS public meeting by Webex the first week of July (30 days later). The committee wants to have the written comments in DC to work on.

Adjournment

The meeting was adjourned at 2:00 pm EST.

LIST OF ACTION ITEMS TO BE COMPLETED

Item No.	Date Proposed	Action	Assigned to:	To be Completed by:
1	2/1/12	The Uniformity of Standards Committee should be re-constituted	Committee	Completed
2	2/1/12	The Executive Committee should prepare a summary of the CSDP plans for laboratory accreditation standard updates with projected time-frames, and submit this to the NELAP Accreditation Council.	Committee	Completed
3	3/8/12	Bob will forward the new roster for the AB Committee to Ken for posting on the website.	Bob	Completed
4	3/8/12	Joe Aiello's, list of notes in Volume 2 Module 1 of the standard will be studied by committee members.	All Committee Members	Completed
5	3/8/12	Jerry Parr, Paul Junio, Richard Burrows and Ken Jackson will be invited to a conference call re: the EMMEC/QS implementation Work Group	Bob	Completed
6	3/8/12	The revised SOP 2-100 and 2-101 will be sent to committee members for an e-mail ballot.	Bob	Completed

Item No.	Date Proposed	Action	Assigned to:	To be Completed by:
7	4/12/12	Review Joe Aiello's notes document	All Committee Members	Completed
8	4/12/12	A draft procedure for uniformity of standards review will be prepared and circulated	Bob	Ongoing
9	4/12/12	The draft Guidance Document for Development and Maintenance of Standards will be circulated to Committee Members	Bob	Ongoing
10	5/10/12	It will be recommended which of the notes should remain and which should eventually become standards.	Jane, Mitzi, Ken	Completed
11	5/10/12	A short e-mail will be drafted to the Expert Committee Chairs regarding how notes are to be used, and to clarify the use of any ISO notes.	Mitzi	Completed
12	5/10/12	A draft recommendation to the TNI BoD will be prepared on the proposed formation of additional Expert Committees.	Bob and Ken	Completed

Item No.	Date Proposed	Action	Assigned to:	To be Completed by:
13	5/10/12	A short draft to precede an SOP on the Uniformity of Standards process will be prepared.	Bob	Not yet determined
14	7/12/12	The memo on formation of new committees will be completed and sent to the Board of Directors	Ken, Bob	Completed
15	7/12/12	The report from the Standards Corrective Action Committee will be obtained and sent to CSD-EC members	Ken	Completed
16	9/13/12	Ken will discuss with Jerry the development of a tracking system for standards development, and will look for information on the way ASTM does it.	Ken	Completed
17	10/18/12	Bob will forward Kirstin's and Lynn's thoughts from the LASC on the Standards Corrective Action Committee to Ken.	Bob	Completed
18	9/12/13	Bob said he will prepare a list of committee chairs and ABs as a resource for future communications on standards development.	Bob	Not yet determined
19	9/12/13	Bob will ask the AC to include the provision for Expert Committee Chairs to have access to the website where they can track all on-going SIRS.	Bob	On-going

Item No.	Date Proposed	Action	Assigned to:	To be Completed by:
20	9/12/13	Bob will ask Carl Kircher to clarify the role TNI should be taking with regard to voting on ISO standard changes.	Bob Wyeth	Completed
21	9/12/13	Ken will ask Jerry Parr if version control needs to go into the standards guidance document.	Ken	Completed
22	9/12/13	Bob will ask Jerry Parr if it would be a good idea to revise the charter to include terms of service.	Bob Wyeth	Completed
23	10/17/13	Committee chairs to look at the document control summary/version control guidance document and check their standard modules/volumes for accuracy and completeness.	Committee Chairs	Not yet determined
24	10/17/13	Expert Committee chairs to study Ken's newsletter article on the proposed content of the 2015 standard, for discussion on the next call.	Committee Chairs	Completed
25	10/17/13	Committee members to review the Field Activities Interim Standard for any conflict or inconsistency with their own standard.	All committee members	Completed

Consensus Standard Development Executive Committee
Conference Call
April 10, 2014; 1:00 PM EDT
1-626-677-3000; code 822174#
AGENDA

1. Roll Call
2. Review and approval of February, 2014 minutes
3. Charter revisions;
 - a. Presentation by individual Expert Committee Chairs
 - b. Balanced representation (lack of dominance)
4. Standards tracking; spreadsheet for review
 - a. How to/process for implementation
5. Guidance Document for Development and Maintenance of Standards regarding structure, formatting and Style; document control summary/version control guidance document
6. Another Editorial change to SOP 2-100, V2.0
7. Expert Committee Reports
 - a. Field Activities
 - b. Proficiency Testing
 - c. Quality Systems
 - d. Accreditation Body
 - e. Stationary Source Audit Sample
 - f. Chemistry
 - g. Microbiology
 - h. Radiochemistry
8. Old Business