

**SUMMARY OF THE
TNI CONSENSUS STANDARDS DEVELOPMENT
EXECUTIVE COMMITTEE MEETING
SEPTEMBER 13, 2012**

The Executive Committee held a conference call on Thursday September 13, 2012, at 1:00 pm EST. Chair Bob Wyeth led the meeting.

Agenda item 1 – Roll call

Attendance:

Joe Aiello, Accreditation Body	absent
JoAnn Boyd, At Large Member	absent
Justin Brown, Field Activities	absent
Richard Burrows, Environmental Measurement Methods	present
Maria Friedman, Stationary Source Audit Sample	absent
Paul Junio, Quality Systems	present
Mitzi Miller, Proficiency Testing	present
Jane Wilson, At Large Member	present
Bob Wyeth, Chairman, At Large Member	present
Ken Jackson, Program Administrator	present

Associate Committee Member present: Kirstin Daigle

Agenda Item 2 – Review and approval of August 7 meeting minutes

In the absence of a quorum, Bob said he would send out the draft minutes for approval by e-mail.

Agenda Item 3 – Expert Committee Reports

Field Activities

Justin had sent a report by e-mail. He said several comments had been received on the WDS. Most were minor and would be easily handled. However, the Committee will have to work through a couple of fairly major comments on the PT sections. There had not been a conference call since the DC meeting, but the Committee planned to meet the next week.

Proficiency Testing

Written comments received by the Committee had each been transposed onto a separate form to facilitate handling. The forms had been arranged into 15 batches that had been sent out to Committee Members and Associate Committee Members for handling. There were at least two comments that the AB commenters had indicated as “showstoppers”, and Mitzi planned to have Kirstin and Ken help with these. Mitzi reported that the V3 and V4 WDS’s were pretty much finished and ready to be voted out of Committee. It will then be necessary to assure consistency over all 4 modules/volumes. Several SIRs are to be dealt with. The Committee plans to change

its interest categories to have PT providers as a separate category rather than being included in the “Other” category as they are now.

Quality Systems

The Committee would be having a conference call in a few days when they expected to finalize their consideration of comments received at the Washington DC meeting. The Committee hoped for an e-mail vote on its final standard in about a week. Paul said they will then look at the parking lot for outstanding SIRs etc.

Stationary Source Audit Sample

No report

Accreditation Body

No report.

Chemistry (previously Environmental Measurement Methods)

Richard reported that most of the comments received on their calibration WDS had been addressed and resolved. Subsequent to a meeting with EPA staff, the Committee has started work on editing the 40CFR Part 136 MDL procedure (Appendix B). It was agreed at the meeting, in order for EPA to make changes to Appendix B without many years of more data gathering (with no guarantee of a useful outcome), the best that could be done would be an edit of the MDL procedure that would be within the bounds that the number obtained could still be called a MDL.

Agenda Item 4 – Corrective Action Report

The Corrective Action Committee had released a draft report and the remainder of the conference call was devoted to its discussion. The expert committee chairs emphasized that a better record system is required. Mitzi said a system needs to be in place that accurately tracks the comments received at every stage of standards development (not just the VDS) and the committee’s deliberation and disposition of those comments. This would avoid “re-inventing the wheel” by allowing the committee to see why a comment may have been rejected previously, and by taking the history and not repeating it if it did not work before. She said it is not enough to just have meeting minutes. A good start may be the forms that the PT Committee is currently using for the comments received on its WDS, and she described the process being followed. Paul added that a repository is needed. Mitzi said it would be most helpful if it was readable by anyone, but it should be under the control of such as a secretariat. Ken said he and Jerry had

already talked about this issue and he said he would pursue it further. He also agreed to look for information on the way ASTM does this.

Bob thought an extensive revision of the Procedures Governing Standards Development (SOP 2-100) would be needed, and Jane said Section 9.0 (Records) would need expanding in light of the preceding discussion. Ken had already made some draft changes to the SOP, as shown in the Corrective Action Committee's report, and he volunteered to do most of the writing.

There was some discussion of the role of the editorial board in the corrective action report. Ken said another name for it is being considered, since its duties will involve looking for inconsistencies between modules as well as editorial issues. It was thought to be preferable to have members who had not been directly involved in development of the standard, but knowledgeable about the TNI standards development process as well as ANSI requirements.

Mitzi commented that the ABs can take a long time to respond to requests for comments on the draft standard. Kirstin added that a more rigid system is needed for LASC to give the AB council a deadline to submit its comments. There was discussion on a reasonable time frame for this and most people felt 30 days should be sufficient. There was a long discussion on how to handle individual ABs who were unable to compromise, leading to potential "showstoppers". Bob asked if there could be more AB involvement. Ken suggested strengthening the stage where notification of proposed standard development is publicized, by actively soliciting input from the ABs. Kirstin said part of the problem may be the difficulty of all ABs attending the sessions where standards are being discussed, due to scheduling conflicts. The use of webinars was discussed, and the Corrective Action Committee had already considered using webinars to supplement or even replace some of the sessions where standards are publicly discussed at the semi-annual meetings.

In the absence of a quorum, no action could be taken yet on the above discussion.

Adjournment

Time did not permit further business, and the meeting was adjourned at 2:30 pm EDT. The next conference call will be on October 11.

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	Not yet determined
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	Not yet determined
3	3/8/12	Bob will forward the new roster for the AB Committee to Ken for posting on the website.	Bob	4/3/12
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	4/12/12
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	3/22/12 Final approved SOPs sent to Policy Committee on 4/9/12

Item No.	Date Proposed	Action	Assigned to:	To be Completed by:
7	4/12/12	Review Joe Aiello's notes document	All Committee Members	Ongoing
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	Not yet determined
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	Not yet determined
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	8/1/12
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	Not yet determined

Consensus Standard Development Executive Committee
Conference Call
September 13, 2012; 1:00 PM EDT
1-218-936- 4700; code 822174#
AGENDA

1. Roll Call
2. Review and approval of August 7, 2012 meeting minutes
3. Expert Committee Reports
 - a. Stationary Source Audit Sample
 - b. Field Activities
 - c. Proficiency Testing
 - d. Quality Systems
 - e. Accreditation Body
 - f. Chemistry
 - g. QS Expert committee reorganization
4. Uniformity of Standards work group/Corrective Action Report/ Revision to SOP 2-100
5. Guidance Document for Development and Maintenance of Standards regarding structure, formatting and Style.
 - a. Status; feedback on approach
6. Old Business