

**SUMMARY OF THE
TNI CONSENSUS STANDARDS DEVELOPMENT
EXECUTIVE COMMITTEE MEETING
NOVEMBER 10, 2011**

The Executive Committee held a conference call on Thursday November 10, 2011, 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	present
Richard Burrows, Environmental Measurement Methods	present
Maria Friedman, Stationary Source Audit Sample	present
Silky Labie, Quality Systems	present
Kirstin McCracken for Mitzi Miller, Proficiency Testing	present
Jane Wilson, At Large Member	present
Bob Wyeth, Chairman, At Large Member	present
Ken Jackson, Program Administrator	present

Agenda Item 2 – Review and Approval of October 13, 2011 Meeting Minutes

The draft minutes were adopted unanimously by the committee; moved by Silkie, seconded by Jane.

Agenda Item 3 – Acceptance of Jane Wilson received

Bob advised the committee that Jane Wilson has now been approved as a Committee Member, and extended a welcome to Jane.

Agenda Item 4 – Revised Charter for CSD-EC

Bob presented a revised charter (attached), showing the removal of the On-Site Assessment Committee and its chair John Gumpper, and the new consolidated Accreditation Body/On-Site Assessment Committee. Richard moved and Jane seconded approval of the charter, which was approved unanimously.

Agenda Item 5 – Clarification on Notes

This was tabled until Joe Aiello will be present

Agenda Item 6 – Expert Committee reports

- Field Activities

Justin reported a Working Draft Standard (WDS) will not be presented at the January 2012 Sarasota meeting. The committee has been working through the comments received on the proposed standard, and will present its recommendations to the membership in Sarasota. This will better prepare the committee for subsequently writing a new WDS.

- Proficiency Testing

Kirstin presented the report for Mitzi. The committee has had 2 conference calls since Bellevue, and continues to work on language for the new WDS. Since the audience was limited during the Bellevue discussion on whether to report to the PTRL or the LOQ, the committee is seeking to present both options to the NELAP Accreditation Council (AC) for their opinion. However, to date, the AC has declined to meet and discuss this issue, saying it is “too controversial”. Once this is resolved, the committee proposes to present one of the options in the WDS.

The committee has reached an impasse on Whole Effluent Toxicity (WET) PT. The current availability of a previously approved WET FoPT table on the TNI website in conjunction with a lack of WET specific Standard language has led to an interpretation by some ABs that the samples are to be analyzed twice a year, while other ABs are only requiring testing once per year. However, PT for WET testing has traditionally been performed only once per year. Bob described the discussion on the recent TNI Board call, where it was suggested the PT committee prepare a TIA requiring this testing once per year. The committee agreed to again consider whether such a TIA might not be contentious and hence should proceed. The PT Executive Committee is working on a revised FoPT table for WET, but this will not be available for some time.

- Quality Systems

Silkie reported that the committee is working on the few comments received on its proposed standard changes and will decide next Monday on its WDS that must be posted by December 29.

- Accreditation Body (including On-Site Assessment)

No report

- Stationary Source Audit Sample

Maria said the committee continues to work on the audit sample concentration tool, which is a spreadsheet to allow testers to decide on the concentration range of the audit samples they will require. No audit providers have yet met the requirements for approval by A2LA.

- Environmental Measurement Methods

The EMMEC is working on the calibration guidance document. Its work on the standard is described in Item 7 below.

Agenda Item 7 - EMMEC language replacement into QS

The EMMEC has decided to insert the calibration requirements into Volume 1 Module 4 (Chemistry requirements), since it is now believed a separate module will create confusion. Richard explained the committee will only make changes to the current language where a demonstrable problem needs to be solved. This will limit the additions to just a few paragraphs.

Ken stated that Jerry Parr has suggested the EMMEC take over Module 4 to avoid having two committees (QS and EMMEC) both responsible for the same module. Silky agreed that is one possibility, but she cautioned that QS has tried to make the sections of all the modules consistent. Therefore, some input from QS would be needed. Bob asked if it would be better for EMMEC to become a subcommittee of QS. At this point Ken suggested there may be no urgency in making this decision if the EMMEC delays producing a WDS until it has also completed the LOD/LOQ standard so all the changes can be made together. Silky thought this might work, since QS believes a major revision might be due in about 2 years (i.e., after the 2009 standard has been used for a while). Richard said whatever is decided, a WDS cannot be prepared in time for consideration in Sarasota. The 2012 summer meeting is a more realistic goal. At this point Silky suggested leaving the EMMEC as a standing committee and then have a joint QS/EMMEC committee to move the standard forward, so the vote on the standard would be a consensus of both committees together. There was some discussion on whether this would be feasible, and permitted under the committee operations SOP which limits standing committees to 15 members. Ken suggested this is too big an issue to be decided at this time, and suggested a work-group be formed; inviting Jerry to be a member so he can outline his ideas for the future of QS. Bob will initiate discussions with Jerry.

Agenda Item 8 - Guidance Document for Development and Maintenance of Standards regarding structure, formatting and Style.

There has been no progress on this, but now that Jane is a Committee Member she will get a conference call organized.

Agenda Item 9 – Old Business

The two SOPs were discussed.

SOP 2-101. Bob presented revised language for Section 2.1.2.3 that would eliminate the On-Site Assessment Committee and establish the new Accreditation Body/On-Site Assessment Committee. Before finalizing this language Bob will check on the name of the new committee. Bob also proposed additional language for Section 2.4.11, to address when a new Committee

Member will have voting privileges. Maria pointed out the SSASC does not allow a new member to vote on an issue that was under discussion prior to the Member being appointed. Bob will work on revised language to allow some flexibility between committees on this issue.

SOP 2-100. Bob presented a new Section 5.5.10 that would limit a committee's consideration of comments on a proposed TIA to the specific changes outlined in the TIA. There was discussion on extending this to all proposed changes to a standard; i.e., if only a few sections of an existing standard are changed and presented as a WDS, to avoid the entire module being presented for comment. However, Jane pointed out that the existing section 5.3.8 already gives committees the discretion to only consider comments on selected sections presented as a WDS. Bob will add a sentence to this section that will allow elimination of 5.5.10.

Agenda Item 10 – New Business

The Committee had been asked to comment on the PT Executive Committee's proposed charter with respect to balance. While it was agreed the membership met the balance requirement, there was a question on who is responsible for approving an Executive Committee's charter. Perhaps it should be the TNI Board and Bob will raise this with Jerry.

Adjournment

The meeting was adjourned at 2:30 PM EST on a motion from Kirstin and seconded by Silkie.

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 (cancelled)
March 10	September 8 (rescheduled for 9/22/11)
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:
12	6/9/11	It will be checked whether an entire standard module needs to be presented as a WDS	Ken	complete
13	6/9/11	Short articles will be sent to Bob on the PT and QS WDS's for the Newsletter	Silky and Kirstin	complete
14	6/9/11	All standards should be reviewed for the consistent use of "notes" as guidance only	All Expert Committee Chairs	ongoing
15	7/14/11	A guidance document for the format and style of standards will be prepared.	Jane	CSDP task force formed
16	7/14/11	The use of the prepared checklist will be discussed with the Policy Committee	Bob	Complete
17	9/22/11	The TNI Executive Committee will be notified that the CSD-EC has approved the merger of AB and OSA	Bob	Complete
18	9/22/11	Committee chairs will post summaries of changes in their WDS on the website, and will send a copy to Lynn Bradley for the AB Council	Silky and Mitzi	On-going
19	9/22/11	Standards review indicated that the AB/OS Expert Committee had "notes" that should be resolved.	Joe Aiello	TBD
20	9/22/11	A working group will be commissioned to prepare an SOP for development and maintenance of standards	Bob	TBD
21	9/22/11	The policy committee will be notified of the requirements for circulation of checklists with ISO language	Bob	Complete
22	11/10/11	Jerry Parr will be contacted with a view to forming a workgroup on the structure of the QS committee with respect to the EMMEC standard.	Bob	TBD
23	11/10/11	Revised language will be proposed for SOPs 2-100 and 2-101	Bob	TBD
24	11/10/11	It will be discussed with Jerry who should approve Executive Committee charters	Bob	TBD

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

1. Roll Call
2. Review and approval of October minutes
3. Acceptance of Jane Wilson received
4. Revised Charter for CSDP
5. Clarification on Notes
 - a. Verification by Expert Committee chairs regarding ISO compliance; any changes required
6. Expert Committee Reports
 - a. Field Activities
 - b. Proficiency Testing
 - c. Quality Systems
 - d. Accreditation Body/On-Site Assessment
 - e. Stationary Source Audit Sample
 - f. Environmental Measurement Methods
7. EMMEC language replacement into QS
8. Guidance Document for Development and Maintenance of Standards regarding structure, formatting and Style.
 - a. Establish a working group ; not yet convened
9. Old Business
 - a. SOP 2-101 Revision
 - b. SOP 2-100 Revision
10. New Business