

**SUMMARY OF THE
TNI ENVIRONMENTAL MEASUREMENT METHODS EXPERT COMMITTEE
MEETING**

MAY 6, 2011

The Committee held a conference call on Friday, May 6, 2011, at 1:00 pm EST.

1 – Roll call

Richard Burrows, Test America (Lab)	Present
Brooke Connor, USGS (Other)	Present
Dan Dickinson, NYSDOH (Accreditation Body)	Present
Tim Fitzpatrick, Florida DEP (Lab)	Present
Nancy Grams, Advanced Earth Technologists, Inc. (Other)	Present
Anand Mudambi, USEPA (Other)	Present
John Phillips, Ford Motor Co., (Other)	Present
Lee Wolf, Columbia Analytical Services (Lab)	Present
Ken Jackson, TNI administrative support staff	Present

2 – Approval of Minutes from April 1, 2011

The committee had approved these minutes by e-mail, with all Members voting in favor. Action items were reviewed and updated.

3 – Discussion regarding “Minimum Practices for Scientifically Valid Calibration Procedures and Assessment” document

Following the previous conference call, this document had been revised and circulated to the Committee members by Anand. This revised document was discussed.

Ken pointed out that the existing TNI standard has some terms and definitions that appear in this document. These can be found in Section 3.0 of V1M2 (Laboratory volume, Quality System General Requirements). All terms and definitions must be consistent throughout the standard, so the Committee needs to use those already adopted by Quality Systems or should reach agreement with that committee if they believe any of the terms and definitions need to be changed throughout the standard. The version of the standard without the ISO language is freely available on the website, and Ken will arrange for the Committee Members to obtain an electronic version of the copyrighted laboratory standard with the ISO language for their use within committee.

Richard suggested more discussion is needed in the Introduction. This should be more in lay terms than technical language. Richard recommended “regression” should be touched upon, and maybe some of the later discussion can be pulled forward into the Introduction.

Brooke volunteered to draft an expanded Introduction for the Committee to discuss at the next meeting.

In the section “Introduction to Current Calibration Practices”, it was agreed that all points are covered, but Tim suggested that the weaknesses to current practices should perhaps appear later in the document. However, Anand pointed out that the section needs to say why we are doing it, with reference to the weaknesses. It was agreed that the numbered items 2 (background), 3 (Scope), and 4 (Definitions) should all be up front. Terms and definitions should be Appendix I for ease of use, and then the unwanted ones can be removed later. The Glossary will become Appendix II.

There was agreement that Section 5a (Calibration Procedures) was very well done, having all the needed detail. Lee asked if it is too long for a standard. Richard responded that it is, but right now we need a background/guidance document, so all the detail is needed. Richard asked all Committee members to review this section in detail for discussion on the next call.

Referring to Section 1.1, Alternative Procedures, Richard asked if there are calibration procedures used in non-environmental settings that might be worth considering. It was suggested that P/A testing and point-to-point calibration should be included. Richard volunteered to develop this section.

There was general agreement that the committee is not yet ready to start flushing out the laboratory developed methods piece.

The Calibration Assessment sections were discussed next. Richard’s section 5a had not been included in the draft document, so it was not discussed at this time. Nancy asked if her Section 5b should be included or if it will be sufficient to just reference the ASTM document. It was suggested calling it “Approach to Calibration Design”, and keeping it as a separate section for the time being.

Anand will revise the document based on the above discussion and will circulate it to the Committee members. John will distribute a new list of definitions, including any appropriate TNI definitions. All Committee members should review these documents and provide feedback, putting initials next to each comment.

4 – Washington Meeting in August

A poll of Committee members indicated all hoped to attend this meeting, where the committee has a full-day working session. Richard would like the Committee to be putting a standard together at that meeting.

5 – Adjournment

The meeting adjourned at 2:05 pm. The next call will be June 3 at 1:00 pm EDT.

LIST OF ACTION ITEMS

Item No.	Date Proposed	Action	Assigned to:	To be Completed by:
10	4/1/11	Minimum Practices Section 1 Introduction	Brooke	Complete
11	4/1/11	Minimum Practices Section 2 Background	Richard	Complete
12	4/1/11	Minimum Practices Section 4 Definitions	John	Complete
13	4/1/11	Minimum Practices Calibration Procedures Section 5a	Tim with Lee's assistance	Complete
14	4/1/11	Minimum Practices Calibration Assessment Section 5a	Richard with Brooke's assistance	Complete
15	4/1/11	Minimum Practices Calibration Assessment Section 5b Relative Standard Error	Richard	Complete
16	4/1/11	Minimum Practices Calibration Assessment Section 5b Replications Outline	Nancy	Complete
17	5/6/11	The TNI laboratory standard with ISO language will be provided to the Committee Members	Ken	5/10/11
18	5/6/11	Brooke will draft an expanded "Introduction".	Brooke	6/1/11
19	5/6/11	Section 5a should be reviewed in detail for discussion on the next call	All Committee Members	6/3/11
20	5/6/11	Section 1.1 will be further developed	Richard	6/1/11
21	5/6/11	The Minimum Practices document will be revised and distributed to Committee Members	Anand	5/10/11
22	5/6/11	A new list of definitions will be distributed.	John	5/17/11
23	5/6/11	Members should provide comments on Anand's and John's documents before the next call.	All Committee Members	6/1/11

