

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

**AUGUST 9, 2011**

The Committee held a conference call on Tuesday, August 9, 2011, at 2:00 pm EDT.

**1 – Roll call**

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

The following Associate Committee members were also present: Justin Brown; Francoise Chauvin; Arthur Denny,

**2 – Minutes from July 8, 2011**

Since a quorum was not present, the draft minutes will be considered during the Bellevue meeting.

**3 – Preparation for the Bellevue meeting**

Richard had circulated the revised Sections 1-4, but since all members were not on the call he suggested leaving discussion of comments until the Bellevue meeting. Brooke asked whether or not there would be a definitions section and it was decided to wait until the standard has been drafted so the committee will have a better idea of the definitions that will be required. John indicated he could highlight the key words that might require definitions. Prior to Bellevue, Anand will try to merge the revised Section 5 that was also distributed for this call. He will include Nancy's proposed language changes and comments.

It was agreed that fine-tuning the language in the standards document would not be a productive use of time at Bellevue. Instead the committee will work on including the relevant points and then work on the language later. John questioned if single-point calibration, which is currently at the end of each section, should be moved to the front. Richard replied that he put it at the end because it is the exception to the rule. It was noted that the contents page for sections 4.3/4.4 needed to be modified to match the text. There was a suggestion to move regression sections 4.3.4, 4.3.5 and 4.3.6 further forward

in Section 4.3, but Richard felt it was a logical sequence already since it is preceded by average response factor which is not regression. Richard suggested not worrying too much at this stage what order the various subsections should be in, because it should become clear as the outline is filled in, and then subsections can be moved about if necessary. Anand suggested getting agreement on the main sections first and then the subsections. There was a question on what are “normative references” in the standard. According to ISO this term refers to citations of documents that are indispensable for the application of the standard document.

#### **4 – Other Business**

The committee should plan to have dinner together after the Monday evening reception in Bellevue. Richard will send an e-mail to alert people that this will be organized at the reception.

#### **5 – Adjournment**

The meeting adjourned at 2:30 pm. The next meeting will be August 16 in Bellevue.

**LIST OF ACTION ITEMS**

<b>Item No.</b>	<b>Date Proposed</b>	<b>Action</b>	<b>Assigned to:</b>	<b>To be Completed by:</b>
19	5/6/11	Section 5a should be reviewed in detail for discussion on the next call	All Committee Members	Complete
20	5/6/11	Section 1.1 will be further developed	Richard	Complete
21	5/6/11	The Minimum Practices document will be revised and distributed to Committee Members	Anand	Complete
22	5/6/11	A new list of definitions will be distributed.	John	Complete
23	5/6/11	Members should provide comments on Anand's and John's documents before the next call.	All Committee Members	Complete
24	6/3/11	Committee members should review John's latest version of the list of definitions	All Committee Members	Complete
25	6/3/11	Text will be added to Section 5.3.2.3 to state why unweighted linear calibration should not be used.	Richard	Ongoing
26	6/3/11	All Section 5 should be reviewed in detail for discussion on the next call	Complete	Complete
27	6/3/11	Language will be drafted for "3" under Section 7	Richard	Ongoing
28	6/3/11	Headings will be drafted for a TNI standard.	Richard	Complete
29	6/3/11	The Minimum Practices document will be revised and distributed to Committee Members	Anand	Complete
30	7/8/11	Approaches for web-based collaborative editing will be investigated	Ken	8/5/11
31	7/8/11	The Minimum Practices document will be re-drafted.	Brooke (Sections 1-4) Anand (Sections 5 and 6)	Complete