

by ANSI. Also that the definition is different between the Bylaws and the Policy Governing Standards Development. It was decided that we should decide what we want in the Bylaws and then make sure that the Policy Governing Standards Development as well as any other appropriate document matches the Bylaws.

Aurora also pointed out that the last bullet in that Section may be limiting – “State and federal agencies” vs. “individuals who work for...” It was decided that, for all the bullets under this Section, the examples in the parentheses would be eliminated and if necessary, explain/define stakeholder groups further in a separate policy document.

3. Sale of TNI Documents

Attachment 1, Sale of TNI Publications was updated per discussion at the 5/20/08 Board meeting. Examples of documents that may be sold and sample pricing were discussed.

Issues mentioned include the fact that documents containing ISO language would need to be controlled. For example, checklists can only be provided to organizations that have paid for the ISO documentation. It was also reiterated that any documents that are necessary to the understanding and/or implementation of the Standards should be provided free of charge. Anything considered an enhancement can be considered for sale.

There are some situations in which documents may be provided to an organization/user at no charge. Examples include documents that the EPA has assisted in developing (EPA has expressed an interest in doing this) and state organizations such as TCEQ. For example, because TCEQ provided \$30,000 for training workshops, participants in the workshops were given the Quality Manual as part of the cost of the workshop. More examples of special situations such as these were requested. It was also recommended (and agreed) that the Executive Director provide a monthly accounting of organizations that have received such items free of charge.

Other discussion items:

License agreement for ABs? Up to the finance committee to decide.

SOP Templates: There is not one general template but there will be topic-specific templates (i.e., Technical Method SOP Template).

How To Get Accredited Documents should not contain ISO language.

Next Steps: 1) Create an SOP for the Sale of TNI Documents and have it approved. 2) Interim Approval of Attachment 1 so the Finance Committee can get started:

Motion – Jack;

Second – Aurora;

All Approved.

4. Approval of SOPs

SOP 6-100: Operations of Advocacy Committee

Motion: Alfredo

Second: Curtis

All Approved

SOP 5-101: Standards Interpretation SOP

Similar to SOP 2-100 Policy Governing Standards Development – covers interpretation of the TNI Standards. SOP 5-101 will be used to interpret NELAC 2003 only. Rename 5-101 to “Request for Interpretation of NELAC 2003 Standard” and remove any language referring to the TNI Standards. Plan to combine the two SOPs as feasible at a later time.

Motion: Ken
Second: George
All Approved

5. Board Action Items

Items reviewed:

#4: Guide for movement and use of standards with confidentiality agreement. ISO language – for review purposes only. Subcommittee: Jerry, Ken, Carol, and Jane – will provide a draft by the July meeting for voting in July. Will begin using at the August conference.

#6: Monitor key issues for consistency of approach – Issue Manager. This was an LASC assignment but they are focused elsewhere. Need someone to drive the progress, not necessarily do it. Add reports from Issue Managers to the monthly Agendas.

AAAB – Susan Wyatt, Advocacy Committee
PT Frequency – Judy Morgan
Standards Implementation – Carol and Jerry
Future Standards – Advocacy Committee

#12: Evaluate scale of winter meeting: Subcommittee of the Board: Jerry, Brooke, Joe, Jack, Dave, and Judy.

6. Next Meeting: July 9, 2008

Attachment 1 Sale of TNI Publications

June 6, 2008

Process

TNI's programs work in cooperation towards a common vision. Each program has the authority to independently develop and publish documents for use by the public.

- The sale of all documents (e.g., standards, templates, checklists, and guidance documents) will be governed by the Board of Directors. (Note: The word "sale" includes providing items for no charge.)
- The chair of the committee/board that developed a document is solely responsible for deciding which, if any, other committee or board should be involved in a review. The chair of the committee/board may also seek review and approval from the TNI Board of Directors, but this is not required or encouraged.
- Each committee/board will address any comments during a review before publishing any document.

Responsibilities for Document Preparation and Publication

- The Consensus Standards Development Board is responsible for the preparation and publication of all consensus standards.
- The Laboratory Accreditation System Committee (LASC) is responsible for the preparation and publication of all templates, checklists, guidance documents and related documents that are related to the implementation of the national environmental laboratory accreditation program.
- The Technical Assistance Committee (TAC) is responsible for the preparation and publication of all templates, guidance documents and related documents that provide help to laboratory assessors or laboratories.
- The Proficiency Testing Board is responsible for the preparation and publication of Fields of Proficiency Testing.
- Committees and boards not listed above will likely not be involved in the preparation of documents that could be sold to the public.

Policy

TNI has the obligation to provide standards, templates, guidance documents, and related publications to the public at a reasonable cost and the responsibility to generate sufficient revenue to maintain the organization's viability.

Procedures

1. In general, all accreditation standards that do not contain copyright protected language will be made available on the TNI website for download at no charge. Exceptions would require approval of the TNI Board.

2. All accreditation standards that do contain copyright protected language will be sold at a price to at a minimum recover the cost of the license agreement. The TNI Finance Committee will establish the price for the sale of such standards on a case by case basis, based on recommendations from the CSDB, cost and reasonable market value.
3. Templates, checklists, and related documents prepared by the LASC will be made available to NELAP-recognized Accreditation Bodies for no charge. The TNI Finance Committee will establish the price for the sale of such documents to the public on a case by case basis, based on recommendations from the LASC, cost and reasonable market value.
4. Templates, guidance documents and related documents prepared by the TAC will not be provided free of charge to any individual or organization unless the TAC provides a rationale for providing the document at no charge and the TNI Finance Committee endorses this recommendation. The TNI Finance Committee will establish the price for the sale of such documents to the public on a case by case basis, based on recommendations from the TAC, cost and reasonable market value.
5. The following documents will always be provided on the TNI website free of charge:
 - Minutes of committee meetings,
 - TNI operational policies and procedures,
 - Fields of Proficiency Testing,
 - Presentations from TNI meetings, and
 - White papers and related documents promoting laboratory accreditation.
6. This policy applies to publication in all media: print, electronic and CD-ROM.
7. The Executive Director will have the flexibility to provide documents at no charge for special situations.
8. All documents will be copyright protected.

**Attachment 2
TNI BOARD ACTION ITEMS 2008**

Item No.	Minutes of	Assigned to	Action	Status	Date for completion	Priority
1	18-Jan	Sharon	Financial review of 2006	Contractor in process of being hired.	Aug-08	Moderate
2	18-Jan	Sharon	Financial review of 2007	2007 Report has been finished; still need Form 990.	Oct-08	Moderate
3	18-Jan	Sharon	Establish routine financial reporting system	Finance committee has developed draft approach. Jerry is working on Q1 report	Jun-08	High
4	18-Jan	Board	Guide for movement and use of standards with confidentiality agreement		Jun-08	High
5	18-Jan	Steve Arms	Document control system	Jerry has developed list of documents. Jan is working on document control spreadsheet.	Jun-08	High
6	18-Jan	Board	Monitor key issues for consistency of approach – Issue Manager			
			AAAB			High
			PT frequency			High
			Standards Implementation			High
			Future Standards			High
7	18-Jan	Dave	Establish 2008 Budget	Complete		
8	18-Jan	Board	Establish process to measure the effectiveness of each program			Moderate
9	18-Jan	Board	Issue TNI Annual Report (sum of program reports)			Moderate
10	18-Jan	Board	Ensure TNI committees have implemented the new policies			Moderate
11	18-Jan	Board	Generate a business plan			Moderate
12	18-Jan	Board	Evaluate scale of winter meeting			High
13	18-Jan	Jerry	Develop a plan to introduce NEMC to TNI. Exhibit at NEMC (look for possible lab sponsor)		Jul-08	High

14	18-Jan	Board	Target outreach to new members and new attendees not on committees			Moderate
15	18-Jan	Board	Discuss and resolve how training will be done			Low
16	18-Jan	Board	Board succession			Low
17	18-Jan	Board	Conduct performance evaluation on Executive Director			Low
18	13-Feb	Dave	Follow up with Allan Antley on TNI collaboration for eLRN.	Barbara reported EPA has built a database		Moderate
19	13-Feb	Dave	Follow up with OAR to discuss further actions on Air PT Program	Complete. Air PT committee being formed; Jane Wilson to provide PA support.		
20	13-Feb	Dave	Follow up with Scott Evans on AB for stack testers	Waiting on Scott.		Low
21	13-Feb	Aurora	Develop charter for small laboratory advocate	Complete. SLA announcement has been done. Position has not been filled.	Jun-08	High
22	3/12 and 4/9	Alfredo & Board	Policy committee develop recommendations for review of documents; Board to decided on options for sale of such items.	On agenda for June call.	Jun-08	High
23	3/12 and 4/9	Judy	Identify TNI representative for ELAB.	Complete. Jack Farrell will be TNI's representative.		
24	12-Mar	Jerry	Finalize Operational Plan	In progress, but much to be done.		Moderate
25	27-Mar	Alfredo	Develop recommendations for revisions to bylaws, especially concerning the issue of Board representation	Revised draft recommendations will be provided to the Board for the June call.	Jul-08	High
26	9-Apr	Board	Consider expanded role of Policy committee.	Done. Board adopted proposal on May 20.		

Attachment 3
Executive Director's Report

June 10, 2008

Activities completed since May 20:

- Developed Board Action Items list
- Continued work on summer meeting
 - Mailed brochure
 - On-line registration open
 - Final NEMC program
- Provided unsolicited proposal to EPA
- Intensive work on new TNI website; scheduled to be active on 6/20.
 - Go to: <http://74.54.252.185/> for a peek
- Finalized 2007 Statement of Financial Activities
- Establish new accounting categories
- Draft of newsletter
- Published some Board minutes

Upcoming activities

- Finalize operational plan
- Continued work on summer meeting
 - Hotel details
- Publish remaining Board minutes
- Finalize IRS Form 990 and file indirect cost proposal with DOI
- Generate Q1 financial report
- DMRQA; see Attachment 6

Organization update

May 19: 643 Active members
June 10: 657 Active members

Attachment 4
Program Administrator's Report

June 10, 2008

NELAP Board

- Passed the half way point of the on-site evaluations for state AB renewals. To date five evaluations have been done: LA DHH, New York, Kansas, New Hampshire and New Jersey. Pennsylvania is coming up the week of June 23rd, and Florida, Utah and California are coming up in July.

Laboratory Accreditation Committee

- Received new TNI standards from CSDB. Will begin review of new standards at next meeting.

National Database Subcommittee

- Rachel Gehrett has resigned as committee chair due to a job change.

PT Board

- Evaluation of A2LA as PTPA is underway. Observation of A2LA's on-site assessment of PT Provider was done 2 weeks ago. Currently awaiting submittal of A2LA Quality System so Technical Review can proceed.
- Microbiology FoPT Subcommittee is continuing its work
- WET FoPT Subcommittee is actively reviewing PT data for formulating acceptance criteria. Seeking PT Board involvement so TNI can work with EPA on the DMRQA program.
- Volunteers recruited for Air & Emissions FoPT Subcommittee. No introductory teleconference has been scheduled yet.

Consensus Standards Development

- Work continues to finalize the TNI modules for posting on the website. 30-day appeal period to be conducted for modules approved at the end of 2007 only (QS and PT modules) after posting.
- Several applications for the new Air PT expert committee have been received by Jerry. The CSDB will review applications and make appointments for core members to get the committee started as soon as possible. The goal is to have a couple of meetings of the group prior to the DC Forum to work on introduction of TNI procedures and development of charter/mission.
- Ken and Jane helped provide a response to an issue regarding TNI decision making processes that arose through the PT committee.

- Expert Committees are planning for their DC Forum meetings.

Technical Assistance

Advocacy

- Working on white paper on benefits of accreditation.
- Reviewing goals and objectives from Strategic Plan and Newport meeting

Website

- New website scheduled to be operational on June 20.
- Started developing SOP for website operation.