

**SUMMARY OF THE
TNI CONSENSUS STANDARDS DEVELOPMENT BOARD (CSDB) MEETING
AUGUST 11, 2009
TNI/NEMC SYMPOSIUM ON ENVIRONMENTAL MEASUREMENTS
SAN ANTONIO, TEXAS**

The Board held an informational meeting during the TNI/NEMC conference in San Antonio, Texas. The meeting was of a different format than our normal Board conference calls. The primary purpose of the meeting was to inform TNI members of the role and activities of CSDB Board. Chair Bob Wyeth led the meeting. Agenda is attached.

Board members in attendance were Bob Wyeth, Chair, Ken Jackson, Paul Junio, JoAnn Boyd and Denise Rice.

Agenda Item # 1. Role of the CSDB

Following the introduction of the Board members present, a PowerPoint presentation on the role, duties and responsibilities as well as past activities of the Board was presented.

Agenda Item # 2. Status of TNI Standards

The attendees were advised of the approval of all Expert Committee submitted TIA's and that the AB's were moving towards implementation of the TNI Standard for environmental laboratories

Agenda Item # 3. TIA Review; Understanding the Process; Review of QS and PT TIA's

The Chair, using the flow sheet developed by the LASC, described the TIA process and reviewed each of the issues involved in both the Quality Systems and Proficiency Testing Expert Committees, their proposed responses and the final resulting TIA's.

Agenda Item # 4. Updated Board Charter

The chair presented the updated Charter to the membership as required by TNI SOP 2-101. A copy is attached.

Agenda Item # 5. New Board Membership

The Chair presented the membership, as per the new Charter. The changes from the previous Charter were highlighted; Bob Wyeth assumption of the Chairperson position, and Ken Jackson's continued participation as a member-at-large. The Chair and the other members present of the Board recognized and stated the Board's appreciation to Ken Jackson for his leadership of the CSDB and expressed their thanks for his willing to continue as a member of the CSDB.

Agenda Item # 6. Expert Committee Reports

The Expert Committee chairs present presented a brief summary of their activities:
Quality Systems; Paul Junio

Quality Systems presented a draft of the Quality Systems checklist for the new
TNI standard that is under development.

On-Site Assessment; Denise Rice

On-Site Assessment provided an update of guidance being developed by the
Expert Committee.

Agenda Item # 7. Anticipated Future Activities; Guidance Documents

The Chair reported the decision from an earlier meeting at NEMC that the Policy
Committee is addressing this issue. To the knowledge of the Chair, no action has been
taken to date by the Policy Committee. Chairs of the Expert Committees present stated
their continuing support for the development of guidance documents to assist TNI
membership.

Agenda Item # 8. Other new business

At the on-set of the meeting, a presentation was made by attorneys representing TNI on
the issue of copyright law as is pertains to the Standards’ use of ISO language. The
thought prevailed that TNI and respective AB’s could, with judicious care, proceed with
use of the Standards including references to ISO language without concern over
copyright infringement.

Next Meeting is September 10, 2009

2009 Meeting Schedule

1:00 pm ET to 2:30 pm ET

January 8	July 9
February 12	August 13
March 12	September 10
April 9	October 8
May 14	November 12
June 11	December 10

Consensus Standard Development Board

**TNI/NEMC
Symposium on Environmental Measurements
San Antonio, Texas**

Tuesday, August 11, 2009

- 1. Role of the CSDB**
- 2. Status of TNI Standards**
- 3. TIA Review**
 - a. Understanding the process**
 - b. Review of QS and PT TIA's**
- 4. Updated Board Charter**
- 5. New Board Membership**
- 6. Expert Committee Reports**
- 7. Anticipated Future Activities**
 - a. Use of "guidance" documents**
- 8. Other new business**

BOARD/COMMITTEE CHARTER

1. Committee Name: Consensus Standards Development Board	2. Version: 2	3. Date: 7/22/09
4. Mission Statement: To guide the Consensus Standards Development Program in the development and maintenance of standards		
5. Program Administrator: Jane Wilson		
6. Committee Members: <i>(indicate Chairperson, insert rows as necessary for additional members)</i>		7. Stakeholder Group: <i>(Accreditation body, accredited laboratory, other)</i>
Joe Aiello		Accreditation Body
JoAnn Boyd		Accredited laboratory
Maria Friedman		Accredited Laboratory
Ken Jackson		Other
Paul Junio		Accredited Laboratory
Kirstin McCracken		Accredited Laboratory
Marlene Moore		Other
Denise Rice		Other
Bob Wyeth (Chair)		Accredited Laboratory
8. Objectives: <i>(insert rows as necessary for additional objectives)</i>		
Develop policies and procedures that guide standards development		
Ensure consensus standards development is in conformance with applicable policies and procedures		
Provide oversight, guidance, and direction to the Expert Committees		
Ensure consistency and uniformity between the standards, including interaction with other boards, committees, and interested parties as required		
Evaluate the need for new standards		
9. Success Measures: <ul style="list-style-type: none"> • Timely development of standards • Development of standards consistent with relevant national and international standards and guidelines where appropriate • Adoption of the standards by TNI and/or other interested parties • Implementation of the standards 		
10. Key Milestones: <i>(significant events and corresponding dates)</i> <ul style="list-style-type: none"> • Membership vote on adoption of Environmental Sector (ES) Final Standard (FS) modules – 		

Spring 2007

- Adoption of FSMO Final Standard – May 2007
- Adoption of ES Vol 2, Mods 2 and 3 - May 2007
- Publication of remaining ES Draft Interim Standard (DIS) Modules – June, 2007
- Completed vote on ES DIS modules – July, 2007
- Adoption of remaining ES Final Standards – December 2007
- Membership vote on Stationary Source Audit Sample (SSAS) Voting Draft Standard – June 2009
- Completion of editorial changes/TIAs on ES Final standard – July 2009
- Adoption of SSAS Final Standard – September 2009
- Implementation of Environmental Sector standard by NELAP – July 2010

11. Considerations: (*assumptions/constraints/obstacles/risks*)

Committee members are volunteers; limited funding

12. Available Resources:

- Volunteer committee members
- TNI Infrastructure
- Environmental technical community
- Expert committees and support
- Teleconference services
- Administrative support
- Technical editor support

13. Additional Resources Required:

- Travel funding

14 Anticipated. Meeting Schedule:

- Monthly teleconferences
- Face to Face meetings during the semiannual TNI Forums
- Additional teleconferences and/or face-to-face meetings as needed