

**SUMMARY OF THE
TNI CONSENSUS STANDARDS DEVELOPMENT (CSD) BOARD MEETING
MAY 10, 2007**

The Board held a meeting via teleconference on Thursday, May 10, 2007, at 11:00 am Eastern Daylight Time (EDT). Chair Ken Jackson led the meeting.

Agenda item 1 – Approval of Meeting Summary and Action Items from the April 12, 2007 meeting

The Committee reviewed and approved the April 12, 2007 meeting minutes. Matt Sika of the PT Committee has joined the Uniformity of Standards Committee (USC). Sharon Mertens will serve on the USC now that Jeff Flowers is Chair of the Accreditation Body Expert Committee. Ken Jackson drafted the response to the EDIG public comments on the TNI ANSI accreditation application.

Agenda item 2 – Update on Final Standard Voting

Jane Wilson reported that voting had closed on the four Final Standard modules on April 30. The voting tally is posted on the TNI site until May 19, during which those who voted can review the tally and change their vote. All modules passed by more than a 2/3 margin. If any votes are changed, a revised tally will be posted.

Following finalization, the four Final Standard modules can be forwarded to the NELAP Board for implementation consideration. The Field Activities and Accreditation Body modules could be implemented prior to the Quality Systems modules being completed.

Agenda item 3 – PT and QS progress on DIS

Anand Mudambi reported that the PT Committee is on schedule to move their modules forward as Draft Interim Standards (DIS). Three of the volumes will be redlined; the fourth will not be redlined due to the extensive changes made to the text.

Bob Di Rienzo said the QS Committee is also on target to complete all modules as Draft Interim Standards. The committee has voted on Vol 2 and passed it. Next up is completion of Vol 4, with the other technical modules to follow. Some of the technical modules may be a week late in completion. Demonstration of Capability is one outstanding issue, but the committee is determined to finish in time for June's vote. The QS Committee is planning a ½ day session in Cambridge.

Agenda item 4 – Actions Required on DIS Modules after May 15

The DIS modules will be reviewed concurrently by the USC, Jane, and Ken. Following review and editing, they will be sent to Jan Wlodarski for final formatting prior to publication on June 15.

The USC needs to review consistency across the DIS modules, and as well with the Final Standards. The Board discussed the issue of the placement of additional requirements

related to ISO language, and agreed that this will not be an issue for the USC due to time constraints. It will be dealt with as needed later in the process.

It was asked if the Expert Committees will have access to comments as voters submit them – this is crucial for preparation for Cambridge. It was also suggested that a reminder be sent earlier in the voting process. Jane will follow-up on these items. Comments will be categorized for general discussion in Cambridge, but each comment will not be discussed individually.

Agenda item 5 – Uniformity of Standards Committee membership

All Expert Committee have now nominated a member to serve on the USC, so the Committee can begin meeting. Ken Jackson will ask Carl Kircher to be included on the first conference call of that committee.

It was suggested that the USC duties also include the following:

“Review all TNI Standards to ensure they are prepared in conformance with the TNI mission.”

Agenda item 6 – Response to Comments on TNI Policies

Two sets of comments were received on the TNI application for ANSI accreditation. One was easily responded to with an editorial change to the TNI policies to remove a dated reference. The comments from EDIG were briefly outlined for the Board. Ken has developed a response. It is anticipated that EDIG will again appeal TNI’s accreditation application.

Agenda item 7 – Any other business

There was no other business and the meeting was adjourned.

The next meeting date/time is June 14, 11:00 am to 1:00 pm EDT.

BOARD MEMBERS PRESENT:

Ken Jackson (Chair), Jeff Flowers (Accreditation Body); Martin Tait (Field Activities); Denise Rice (On-site Assessment); Robert Di Rienzo (Quality Systems), Anand Mudambi (Proficiency Testing); Jane Wilson (Program Administrator)

Absent: JoAnn Boyd (At Large)

2007 Meeting Schedule

11:00 am ET to 1:00 pm ET

January 11	July 12
February 8	August 9
March 8 – changed to March 15	September 13
April 12	October 11
May 10	November 8
June 14	December 13

LIST OF ACTION ITEMS

Item No.	Date Proposed	Action	To be Completed By	Date Completed
1	12/14/06	K. Jackson to discuss TNI committee applications with TNI co-chairs and ED	1/11/07	pending
2	2/8/07	EC chairs to identify reps for Uniformity of Standards committee	3/8/07	complete
3	3/15/07	CSDB to address issues of membership terms	After strategic planning session	pending
4	4/12/07	Ken Jackson will prepare a draft response to the Evans' comment	4/19/07	complete
5	5/10/07	Uniformity of Standards Committee to begin meeting – Chair Carl Kircher	ASAP	completed
6	5/10/07	Jane Wilson to follow-up on access to comments during DIS voting	6/14/07	completed
7				
8				
9				

STANDARDS DEVELOPMENT MILESTONES FOR CAMBRIDGE FORUM (AUGUST 20, 2007)

Policy section	Action	Date to be Completed
IS documents		
	Interim Standard posted on TNI site for 15 day preview and 30 day ballot	March 15, 2007

Policy section	Action	Date to be Completed
	Interim Standard ballot closes	April 30, 2007
	Votes tallied to confirm TNI membership endorsement	May 15, 2007
n/a	Start of Cambridge Forum on Laboratory Accreditation	August 20, 2007
DIS documents		
	Comment period concludes	February 19, 2007
	Expert Committees review and incorporate comments and vote draft out of Committee as Draft Interim Standard	May 21, 2007
	Draft Interim Standard posted on TNI site for 15 day preview and 30 day ballot	June 15, 2007
	Draft Interim Standard ballot closes	July 30, 2007
	Votes and comments organized for review at Cambridge Forum	
n/a	Start of Cambridge Forum on Laboratory Accreditation	August 20, 2007

TNI Consensus Standards Development Board Conference Call
05/10/07, 11:00 – 12:55 EDT; Call-in: 1-641-696-6600, 56071#

AGENDA

1. Approval of minutes from the last meeting
2. Update on FAC, OSA, and AB FS voting
3. PT and QS progress on DIS
4. Actions required on DIS after May 15
5. Uniformity of Standards Committee activities
6. Responses to commenters on TNI policies
7. Any other business