TNI CONSENSUS STANDARDS DEVELOPMENT (CSD) BOARD MEETING
SEPTEMBER 11, 2008

The Board held a meeting via teleconference on Thursday September 11, 2008, at 1:00 pm EDT. Chair Ken Jackson led the meeting.

Agenda item 1 – Review and approve July 10, 2008 and August 14, 2008 meeting summaries

The Board unanimously approved both summaries as written.

Agenda item 2 – NELAC 2003/TNI Comparison documents

The Laboratory Accreditation System Committee (LASC) has requested comparison documents to use in their review of the TNI standards (to be completed by Jan 2009). Each committee needs to prepare a summary of their TNI module(s) compared to NELAC 2003. Quality Systems has done a cross-walk document from NELAC 2003 to the new TNI, but LASC wanted more detail. Other committees have already completed this task or have assigned it. On Site Assessment has assigned it as a task for end of Sept. completion. Jeff will touch base with June about timing but Expert Committees should complete this as soon as possible. Ken will touch base with Ilona Taunton about order of module review by LASC.

Ken also reviewed the outcome of the issue with LASC with respect to confusion on the versions of the PT standards that should be reviewed. The modules were essentially correct, but there were some editorial changes that have now been finalized

Agenda item 3 – Revision to TNI Standards procedures – Section 2.3 Balance

The Stationary Source Audit Sample (SSAS) committee has raised some issues with respect to the interest categories defined in the TNI procedures. The categories are currently defined for environmental lab accreditation. Even Field Activities Committee has had issues and might have needed flexibility in selecting members. Jane provided a draft of proposed changes to section 2.3 Balance for review. It was agreed a requirement for a minimum of three categories will be added to end of 2.3.1.

Motion to approve was provided by Jeff Flowers/Denise Rice second. All were in favor.

Agenda item 4 – Subcommittee membership issue

A question was raised through the Proficiency Testing Committee – do subcommittee members have to be TNI committee members? Ken noted that subcommittees do not have consensus authority – they exist to advise an Expert Committee. There needs to be flexibility in being able to bring in outside experts to help address specific technical

issues. Denise noted there are not really requirements to being a TNI member other than paying the annual dues.

Jerry has suggested that all participants still be asked to consider membership if they are involved due to the administrative burden of non-members. Jeff sees it as a commitment to the organization and doesn't want TNI standards to be guided by individuals that are not TNI members. Dave thinks it should be flexible for subcommittees to get the expertise they need. Subcommittee level involvement should be ok as it is not a voting role. TNI Policies and procedures are silent on the issue. The group agreed that subcommittee members do not have to be TNI members, but should be encouraged to consider it.

Agenda item 5 – SSAS Committee Update

Maria gave an update on formation of the committee. Potential members are still being recruited. The committee can suggest new interest categories and provide to the CSDB for review. The group has finished reviewing section 6 of Volume 3 and will start section 7 at next meeting. The committee is meeting on Sept 15th and 22nd this month. The committee needs an accreditor like A2LA to be involved but also needs to be open for others to apply. The group has also drafted an abstract for the Source Evaluation Society conference in Miami next March.

Agenda item 6 – Resolution of appeal on the TNI standard

Ken summarized the appeal considered by the QS committee. Mike Wasko appealed an issue related to Demonstration of Capability. It was his impression the committee agreed with his comment, but it was ruled unpersuasive. A written response developed and was reviewed by the TNI Board. The appellant was happy with the response and it is resolved. This was the first time an appeal was handled and everything went as required.

It was suggested the outcome of the appeal needs to be posted on the website in the case the same question arises again. It could be posted as an interpretation. Ken will send a note to Jerry about keeping this documentation for future reference.

Agenda item 7 – Brief Expert Committee Reports

OSA – Working on x-walk document for completion by end of Sept. Looking to add 6 members to handle workload. Denise talked about non-participation issues with her committee. Assessor training document is in the works. In Oct will be looking at survey results.

In general, most committees are still looking for additional committee members, regardless of the relatively small size of the groups. Committee operation SOP covers participation requirements and role of the chair. May need to revise this in the future to make participation requirements more stringent.

AB – Meeting next week – getting things ready for LASC review.

QS – Meeting next week on x-walk document and new member applications.

FAC – No x-walk document to do, as LASC is not reviewing the FSMO standards now. Accreditation policy was revised and sent to Alfredo. A2LA is reviewing to see if they may want to accredit to it. Marlene is also contacting several FSMOs about accreditation. Advocacy efforts are ongoing, e.g., DoD could require accreditation as a contractor requirement. This could be a private accreditation body rather than a model like the the NELAP program.

Agenda item 8 – Other business

Ken suggested having Vice Chairs or other designees as an alternate for participating on the CSDB calls. It needs to be someone who knows what the committee has been doing. Expert Committee chairs should designate an alternate for CSDB calls if they are not available.

BOARD MEMBERS PRESENT:

Ken Jackson (Chair); Jeff Flowers (Accreditation Body); Paul Junio (Quality Systems); Denise Rice (On-site Assessment); Dave Speis (Field Activities); Maria Friedman (SSAS) Jane Wilson (Program Administrator)

Absent: Kirstin McCracken (Proficiency Testing); JoAnn Boyd (At-large)

Next Meeting is October 9, 2008.

2008 Meeting Schedule
1:00 pm ET to 2:30 pm ET

January 17 (Newport Beach)	July 10
February 7 (canceled)	August 14 (Washington DC)
March 13 – changed to March 20	September 11
April 10 (canceled)	October 9
May 8	November 13
June 12	December 11

LIST OF ACTION ITEMS

Item No.	Date Proposed	Action	To be Completed By	Completed?
1	3/20/2008	Work with Policy committee to address circulation of draft committee minutes	Ken	ongoing

Item No.	Date Proposed	Action	To be Completed By	Completed?
2	9/11/2008	Expert Committees (except FAC) provide comparison documents for LASC review	Expert Committees	
3	9/11/2008	Forward proposed policy change to Policy Committee	Ken	
4	9/11/2008	Investigate mechanism for posting response to appeal as an interpretation	Ken	
5	9/11/2008	EC Chairs designate alternates for CSDB calls	EC Chairs	

-DRAFT-
TNI Consensus Standards Development Board Conference Call
09/11/08, 1:00 pm – 2:25 pm ET, Call-in: # 1-218-936-1600, 288414

AGENDA

1. Review and approve July 10 and August 14, 2008 meeting summaries
2. NELAC 2003/TNI Comparison documents
3. Revision to TNI Standards procedures – Section 2.3 Balance
4. Subcommittee membership issue
5. SSAS Committee Update
6. Brief Expert Committee Reports
7. Other business