TNI CONSENSUS STANDARDS DEVELOPMENT (CSD) BOARD MEETING
JANUARY 14, 2010

The Board held a meeting via teleconference on Thursday January 14, 2010, at 1:00 pm EST. Chair Bob Wyeth led the meeting.

Agenda item 1 – Roll call

Attendance:

Bob Wyeth, Chairman, At Large Member	present
Denise Rice, On-Site Assessment	present
Paul Junio, Quality Systems	present
Ken Jackson, At Large Member	absent
JoAnn Boyd, At Large Member	present
Joe Aiello, Accreditation Body	present
Maria Friedman, Stationary Source Audit Sample	present
Marlene Moore, Field Activities	present
Kirstin McCracken, Proficiency Testing	present
Jane Wilson, TNI Staff	present

Agenda item 2 – Review of November 2009 minutes

Kirstin motioned to accept the November 2009 minutes as drafted/Joann seconded. All were in favor of the motion.

Agenda item 3 – Charters and Committee Membership

Bob asked the board members for final updates on charters and committee membership reviews. Joe noted the AB committee will finalize their charter update on 1/19/2010. Marlene reported that she was not aware of the charter form but only the charter information posted on the TNI site. She didn't receive any other charter when she took over as chair of the committee. Jane will forward the charter template to Marlene for completion. Bob will also send out charter form to other program boards, etc. for updating.

Proper version control and use of most recent SOPs is a concern raised by Bob. He noted that in working with Paul to update an SOP, each had different versions they thought were current. Marlene also brought forth the issue of key documents being passed along between chairs when there is a change in leadership. Denise added there is supposed to be an archive section on the website, but not sure what happened to it. Maria noted there is an archive section on the website, but it's not clear if the information is kept up to date. Several chairs couldn't figure out current terms of members, etc. during membership review. Other board members have had trouble with timely posting of documents and version control of documents. It is also an issue that the Policy Committee has not met for several months. There is also a need for a library of Word documents so they can be updated in the future. Members are still unsure where to send documents for

approval, etc. This could be addressed by an administrative SOP for the organization. There is a records management SOP that defines a role for the TNI Secretary. Bob will discuss the issue with Jerry and Alfredo (current TNI Secretary).

QS still has an opening for an AB – Paul will be talking with some potential interested parties in Chicago. It is not a pressing issue since committee is currently balanced.

Marlene reported the FAC has thirteen members, with three rotating off. She also noted the NEFAP program board was just staffed. Jane will see if she can find the list of committee applicants forwarded by Jerry and send it to both Marlene and Maria. Marlene is still waiting for TNI by-law changes to determine committee balance. She will likely need state/fed reps.

PT is in process of adding four new members for a total membership of 13. Kirstin reported the committee is balanced. There are Other and AB openings, but they do not need to be filled immediately.

Maria reported the SSAS committee still needs stationary source testers, but is balanced. She added she will try to recruit at the upcoming Source Evaluation Society conference for new applicants.

OSA has added one new member in the AB category. Denise would like to add another Lab and AB.

AB committee has added three new members and one member switched categories due to retirement. Joe noted the committee is currently balanced.

Agenda item 4 – Revisions to SOP 2-101; Procedures for Expert Committee Operations

Bob introduced the proposed revisions and noted they were intended to provide greater flexibility around the annual process of reviewing committee openings and updating membership. The board discussed the proposed changes to each section as follows:

2.4.1 - The current SOP has very proscriptive requirements with respect to timelines and dates for reporting of committee openings..

Maria suggested adding that the publication of committee openings is posted on the TNI website. Kirstin suggested creating a designated spot for the posting (and all other committee openings) so that it is all in one place. It was suggested to use the phrase "at least annually" in describing the posting of openings, since openings can occur at any time. Maria will bring the topic to the IT committee to discuss creation of a dedicated committee openings area.

2.4.5 Paul suggested the committee charter should outline what interest categories are being used for the committee. Kirstin was concerned that committees may independently define interest categories and open the group up to criticism about balance. The charter does have an area for documenting interest categories. Also, current TNI application form doesn't match up with the

interest categories used for all committees. The board agreed not to include reference to the committee charter in this section.

2.4.9 – This section provides clarification on the timing of approval for new committee members. The 30 days would be from the committee decision/vote to add the new member, not inclusive of discussion, etc. "New members" include both brand new members and those appointed for additional terms.

2.4.11 – Kirstin asked if new members can participate prior to the approval of their appointment by the TNI chair (the SOP does not address this directly). Kirstin noted this can cause balance problems if there is a delay in new member participation. If a committee is meeting every 2 weeks, a 30 day timeframe is too long for approval of appointments. The board agreed to propose a 10 day timeframe for approval by the TNI chair.

It was clarified that SOP 2-101 applies to expert committees only, and SOP 1-101 applies to CSDB, as well as other program boards and TNI committees.

2.4.12 is redundant to 2.4.1 and will be deleted.

2.5.2 – Bob will add the full SOP reference for clarity.

Bob will incorporate the changes discussed by the board and resend tracked and clean versions for email approval.

Agenda item 5 – Revisions to SOP 1-101; Operations of TNI Committees and Program Boards

Due to time constraints, this item was not discussed.

Agenda item 6 – Guidance documents

Bob reported that he sent another request to Alfredo but is still waiting for Policy Committee action.

Agenda item 7 – "The Consistency Project"

Bob reported group is now fully constituted, but needs to start meeting again to move the project forward.

Agenda item 8 – Expert Committee Reports

- **Proficiency Testing** – PT Subcommittees are reviewing and rewriting sector appendices from the NELAC 2003 standard. Kirstin also reported the committee is finalizing a formal survey to shape the future direction of the PT program.
- **Quality Systems** – Paul reported the committee is caught up on responding to standards interpretations. The committee is gathering information on possible

guidance documents. They are also undertaking a surgical opening of modules to address some specific issues such as the inadvertent inclusion of ISO language.

- **On-Site Assessment** – Denise noted her committee is planning a working session in Chicago for checklist development. They are preparing for their annual lab and assessor survey. Denise stated it has been difficult to get good email distribution lists for the surveys. Kirstin suggested she contact Judy Morgan for help.
- **Stationary Source Audit Sample** – Maria reported the committee has completed development of an FAQ document for basic questions on the SSAS standards and program. It includes a flowchart. A subcommittee has been formed to update the SSAS table. She noted the committee will report on these items in Chicago.
- **Field Activities** – Marlene noted the committee ast met in November. They discussed advocacy to raise awareness of the standards. The committee is working with EPA to address service for the new EPA Lead rule coming into effect in April 2010. Much recent effort has gone into developing the NEFAP Board and program infrastructure.
- **Accreditation Body** – Joe reported the committee is developing a draft SOP for Evaluation of Accreditation Bodies – will give to Carol Batterton for her to distribute for comment.

Agenda item 9 – SOP 5-101 Discussion

Bob reported that this SOP on standards interpretations is being rewritten. Bob will contact June Flowers about status and report back to the CSDB.

Agenda item 10 – Old Business

- Closure of old action items – Jane talked to Jerry and he didn't need additional information for the standards regarding the major milestones in development history to be added to the documents. Jane noted there still didn't seem to be anything added to the standards, so she'll check on how that is being handled.
- Checklist discussion will be on the next CSDB agenda.
- Bob noted that he will not be at the Chicago forum, and Denise and Marlene won't be available Thursday morning. Bob will notify Jerry that the CSDB meeting on Thursday is cancelled.

Agenda item 11 – Open discussion/New business

No new business was discussed.

Kirstin motioned to adjourn and was seconded by Maria. Bob adjourned the meeting at 2:41 pm.

Next Meeting is February 11, 2010

2010 Meeting Schedule
1:00 pm ET to 2:30 pm ET

January 14, 2010	July 8
January 28 – Chicago forum (cancelled)	August 12
February 11	Washington DC forum
March 11	September 9
April 8	October 14
May 13	November 11
June 10	December 9

LIST OF PREVIOUS ACTION ITEMS TO BE COMPLETED

Item No.	Date Proposed	Action	To be Completed By	Completed
2	9/11/08	Investigate mechanism for posting response to appeal as an interpretation	Ken	On going
8	3/12/09	Determine sector and volume information for SSAS standards	Jane	Volume info complete – need TNI Board decision on sector
11	4/9/09	Seek input from NELAP (through LASC) on guidance documents	Ken	See item 16
16	9/10/09	Policy Committee status on guidance documents	Bob	On going
20	9/10/09	Obtain current committee charters	Bob/Jane	On-going – need ABC and FAC
22	11/12/09	Coordinate a communication regarding the need for committee membership review and charter updates	Bob	12/10/09
24	11/12/09	Forward SOP 2-100 change for TIAs to Policy committee	Bob	12/10/09
25	1/14/2010	Discuss version control and document archive issues with Jerry and Alfredo	Bob	2/11/2010
26	1/14/2010	Update revisions to SOP 2-101 and forward to CSDB for voting	Bob	2/11/2010

Item No.	Date Proposed	Action	To be Completed By	Completed
27	1/14/2010	Send charter form to Marlene and locate committee applicant information	Jane	2/11/2010

TNI Consensus Standards Development Board
Monthly Conference Call

Thursday January 14, 2010
1:00 PM EDT
Call in #: 1-218-936-4700 Code: 822174#

1. Role Call
2. Review of November minutes
3. Charters and Committee Membership
4. Revisions to SOP 2-101; Procedures for Expert Committee Operations
5. Revisions to SOP 1-101; Operations of TNI Committees and Program Boards
6. Guidance documents
7. "The Consistency Project"
8. Expert Committee Reports
   - Proficiency Testing
   - Quality Systems
   - On-Site Assessment
   - Stationary Source Audit Sample
   - Field Activities
   - Accreditation Body
9. SOP 5-101 Discussion
10. Old business
    - Closure of old action items
11. Open discussion/New business