The Board held a meeting via teleconference on Thursday February 11, 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
Silky Labie, Quality Systems (interim QS Chair)	present
Ken Jackson, At Large Member	present
JoAnn Boyd, At Large Member	absent
Joe Aiello, Accreditation Body	absent
Maria Friedman, Stationary Source Audit Sample	present
Marlene Moore, Field Activities	present
Kirstin McCracken, Proficiency Testing	present
Jane Wilson, TNI Staff	present

Note: Preceding this meeting Paul Junio announced his resignation as Chair of the Quality Systems Expert Committee, and Silky Labie is serving as interim QS Chair.

Agenda item 2 – Review of January 2010 minutes

Ken noted one editorial correction to the first sentence, second paragraph in item 3. Denise moved to accept the minutes as amended/Maria seconded. All were in favor. Jane will forward to the webmaster for posting.

Agenda item 3 – Charters and Committee Membership

Updated charters have been provided by all Expert Committees but Field Activities, which is out for committee vote right now. Bob spoke to Jerry about committee charters, and will reach out to the other TNI committees and boards for their updates. CSDB will review and look for appropriate balance etc. Bob will send out an email to the other TNI chairs. He would like to review the charters as a group, possibly on the next CSDB call.

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

Bob circulated the last draft of SOP 2-101 and some comments that Jane had provided on that draft. The Board discussed the overall timeframe for processing of committee nominations. It was decided to leave the 2.4.9 timeframe at 30 days while noting the Committee chair could speed up the nomination process as needed but could use full 30 days for routine appointments. The 30 day timeframe for TNI Board Chair approval will be added to 2.4.10 as well.

Ken asked about the purpose of 2.4.11 – it seems the nominee could be notified at the time the TNI Chair confirms the appointment. Is this something the TNI Chair should do? The TNI Chair has a full plate of responsibilities, and this is usually a notification that is being done by the Expert Committee chair. Kirstin suggested the timeframes are somewhat irrelevant and suggested deleting the reference to the 45 day application period in 2.4.1. If TNI is accepting applications at any time, the only critical time frame is the TNI Chair approval. Kirstin suggested dropping "annually" from the 2.4.1 as well. The board discussed whether the SOP should state that TNI solicits applicants when there are no nominations that fit an opening but it was agreed that does not need to be in the SOP. Section 2.4.1 was amended to simply state that applications are accepted at any time. Timeframes in the other sections will read, "As soon as practicable, but within 30 days…" the specific action must be taken.

The Board also reviewed section 2.4.8 regarding the 60 day timeframe for confirmation of the nomination to the nominee. The Board needs to confirm if and how this takes place. Maria will pass this along to the IT committee, to determine if an automatic acknowledgement can be sent from the TNI system after submittal of an application. Bob will also bring this to Jerry's attention.

Kirstin asked how chairs should handle applications that don't have a specific committee indicated or that applied for multiple committees. Are all committee chairs notifying the applicant if they are or are not being considered for a specific committee? Jane noted the on line application allows applicant to check they are interested on any TNI committee or to check off multiple administrative and program committees. Is there the possibility for the same person to be put on multiple committees? The TNI Board chair could miss that someone is already on another expert committee.

The Board also discussed who notifies applicants that are not appointed to a committee – the applications should be returned to TNI staff for notification.

Bob also asked the Board to discuss voting issues under section 2.5.6. If a member was appointed for purposes of balance, it doesn't make sense for the new member to not vote as the committee may be unbalanced without their vote. Also, section 2.5.5 conflicts with the committee decision making rules. Ken noted that the 3 month restriction to not vote is probably not relevant now that the standards have been developed. Bob will delete 2.5.5 and first part of 2.5.6. The second part of section 2.5.6 will be amended to committee members missing three votes on any standard, rather than just a voting draft standard.

Ken motioned to approve changes/Kirstin seconded. All were in favor. Bob will finalize the revisions and submit to the Policy Committee.

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

Bob asked that the Board review for next meeting. Discussion deferred to next meeting.

Agenda item 6 – Expert Committee use of Checklists

Discussion deferred to next meeting.

Agenda item 7 –Expert Committee Reports

The following are the Expert Committee Reports from the TNI Board/Chairs meeting in Chicago, January 28, 2010:

On-site Assessment

Denise Rice is leaving as committee chair and John Gumpper will be the new committee chair. This committee is creating 3 guidance documents based on the appendices to Chapter 3 in the 2003 standards. These appendices do not appear in the new standards.

They are also launching lab assessor surveys.

The committee will need a working session in DC to work on checklist development for V2M3.

Accreditation Body

Sharon Mertens reported that the AB committee was working on revision to the SOP for Evaluation of Accreditation bodies to reflect the new TNI standards. They have a draft almost ready to circulate to the NELAP Board for comment.

The AB committee will need a one hour meeting in DC.

Proficiency Testing

Kirstin McCracken reported that the PT Committee was preparing a survey for the Accreditation Bodies to identify the purpose of PTs. The survey questions will be final in March and will be sent to the ABs in April. The results will be shared in August at the DC meeting.

The committee is also working on completing TIAs and expects to have a working draft standard by June. They will also have some new TIAs in May.

The question was posed as to whether the new standards for PT providers could be implemented prior to July 2011. It was noted that ABs are currently in the process of changing regulations to adopt the TNI standards. They may be able to implement prior to finalizing state regulations if this volume is not part of the state regs. If it only affects the PT providers and not the AB's program, then it may be possible to implement. Aaren Alger will discuss this with the NELAP Board.

It was also noted that the PT standard for WET was written as if for chemistry and not for WET. Some clarification or guidance may be needed on this issue.

PT will need a full working session in DC.

Quality Systems

Paul Junio reported that Quality Systems intends to introduce a working draft standard to make permanent the changes made by the TIA that addressed V1M6 1.7.1 (c) and 1.7.1 (c) iii. The WDS will be available by June so that public comment can be received and discussed in DC.

Paul also reported that there was inadvertent inclusion of ISO language in Modules 3-7, specifically in regards to validation. The will be addressed in the same WDS as above, Additional ISO language will need to be added to M2 5.4.5.

Quality systems will need a full working session in DC.

NEFAP and Field Activities

Marlene Moore reported that NEFAP was working on four SOPs and one policy document. More may be needed. She expects to post the drafts on the website before the final vote. Marlene also requested expedited (< 30 days) Policy Committee and TNI Board approval after the final committee vote on the SOPs. Jerry indicated that this timeframe would probably not be possible, but they could certainly fast track the approvals.

Marlene indicated that NEFAP would be ready to accept applications from potential ABs by June 1, 2010, and would also be accepting applications from FMSOs at that time.

The Field Activities Committee is working with EPA to determine whether the standard meets EPA's need for stack testers and the Pb program. They are considering an MOU for the Pb program.

The Field Activities program will need to develop a PT program. The committee would like to add Justin Brown or Jo Ann Boyd to the Advocacy Committee to make sure that FMSOs are represented in TNI's Advocacy efforts.

NEFAP will need a working session in DC. They may also need a special session to work on the Pb program.

Agenda item 8 – SOP 5-101 Discussion

Bob noted that he had supplied the Board with the updated version of this SOP that he had obtained from June Flowers. He asked that the Board review for discussion at next meeting.

Agenda item 9 – Old Business

Discussion deferred to next meeting.

- Closure of old action items
- Guidance documents
- Consistency Task Force

Agenda item 10 – Open discussion/New business

Silky moved to adjourn/Ken seconded. Bob adjourned the meeting at 2:35 pm EST.

Next Meeting is March 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	Assigned to:	To be Completed by:
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
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 FAC

Item No.	Date Proposed	Action	Assigned to:	To be Completed by:
22	11/12/09	Coordinate a communication regarding the need for committee membership review and charter updates	Bob	TBD
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	3/11/2010
26	2/11/2010	Send finalized changes to SOP 2-101 to Policy Committee	Bob	3/11/2010

TNI Consensus Standards Development Board
Monthly Conference Call

Thursday February 11, 2010
1:00 PM EDT
Call in #: 1-218-936-4700 Code: 822174#

1. Role Call
2. Review of December 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. Expert committee use of Checklists
7. Expert Committee Reports
    - Proficiency Testing
    - Quality Systems
    - On-Site Assessment
    - Stationary Source Audit Sample
    - Field Activities
    - Accreditation Body
8. SOP 5-101 Discussion
9. Old business
    - Closure of old action items
    - Guidance documents
    - Consistency Task Force
10. Open discussion/New business