

**SUMMARY OF THE  
TNI CONSENSUS STANDARDS DEVELOPMENT (CSD) BOARD MEETING  
OCTOBER 8, 2009**

The Board held a meeting via teleconference on Thursday October 8, 2009, at 1:00 pm EDT. Chair Bob Wyeth led the meeting.

**Agenda item 1 – Roll call**

<b>Attendance:</b>	Bob Wyeth, Chairman, At Large Member	Present
	Denise Rice, On-Site Assessment	Present
	Paul Junio, Quality Systems	Present
	Ken Jackson, At Large Member	Present
	JoAnn Boyd, At Large Member	Absent
	Joe Aiello, Accreditation Body	Present
	Maria Friedman, Stationary Audit Source Sample	Present
	Marlene Moore, Field Activities	Absent
	Kirstin McCracken, Proficiency Testing	Present
	Jane Wilson, TNI Staff	Present
	Jerry Parr, TNI Executive Director	Present

For Kavi demonstration

William Daystrom, TNI Webmaster	Present
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**Agenda item 2 – Kavi Workspace 5 demonstration**

Ashley Griggs, the Kavi presenter, provided a demonstration of the key features of the Kavi workspace on-line tools. Ashley will get an answer for Jerry on whether the system can track member terms on committees.

Next steps will be for Jerry to obtain a quote for services from Kavi, and to have an additional presentation or demonstration for an expanded group of TNI leadership.

**New business item – Standards citation format**

Jerry noted that states are starting the process of incorporating the new TNI standards into rulemaking and need to know how to reference the documents. The final approval date that they can reference needs to be defined, since the standards have had editorial revisions and some had TIAs added. The Board agreed that CSDB should not be referenced in the citation, since CSDB doesn't actually approve the standards. Different modules have different approval dates based on when they were completed. The Board discussed various options for providing this information, and recommended a revision history table be added to the inside front cover of each module. The citation reference should be by volume number, such as EL-V1M1-2009. Action such as the NELAP adoption date could also be noted in the revision history.

Kirstin added that the TIAs will expire in 2 years around the same time as NELAP implementation in 2011. Would the whole document have to be opened for revision, or just the portion of the standard that has a TIA? The intent would be to revise just that part of the standard, but that may need to be clarified in the standards development procedures.

ACTION: Ken will propose some wording to address revisions involving TIAs in the SOP 2-100.

### **Agenda item 3 – Review/Approval of July/August/September Minutes**

July meeting minutes: Ken moved to accept as drafted/second from Maria. All were in favor.

August meeting minutes: Ken moved to accept as written/second from Denise. All were in favor.

September meeting minutes: Some editorial revisions were proposed. Paul moved to accept as amended/second from Ken. Bob will forward the amendments to Jane for incorporation.

Jane will forward all final minutes for posting on the TNI site.

### **Agenda item 4 – Appeal from Dr. Flowers to TNI Board Regarding PT Frequency**

Bob asked Kirstin to provide background details on the appeal. Kirstin explained that the PT committee vote was for the persuasiveness of comments received during the original balloting of the standard. Several comments suggested the consolidation of PTs for WP and WS into a single aqueous media PT (which would have effectively lowered number of PTs per year). One comment did suggest a reduction in PT frequency, in addition to the combined WP/WS.

The PT committee conducted its vote on comment persuasiveness just prior to the San Antonio meeting. Kirstin explained that the PT Frequency subcommittee was tasked at looking at PT frequency as part of the overall issue. The formation of the PT subcommittee was a result of June Flower's white paper on PT frequency and a recommendation of the Advocacy committee. The PT Frequency report was considered by the full PT committee, but it was not the only basis of their decision on comment persuasiveness. The PT committee does not consider PT frequency to be a dead issue. While they have not received compelling information at this time, they will continue to research the issue. The PT committee will be surveying all accrediting bodies to gather input on regulatory and economic issues related to PT, and for issues related to small labs.

The next step in the appeals process is putting together an appeals panel to review the issue. The formal appeal raises three issues – committee conduct of meetings, balance of the committee, and voting rules. The appeal is directed toward a change in PT frequency only when the consensus decision was addressing comments related to combining WP/WS into one aqueous PT, as well as one comment on PT frequency. There is concern about spending time and effort on an appeal when there is a perception that the scope of the appeal is different than the action taken by the PT committee.

Bob will try reaching out to Jeff (as a peer rather than as CSDB Chair) to see if he can discuss the issue and determine if there are other potential routes to resolution.

#### **Agenda item 5 – Review and Approval of Revision to SOP 2-101**

Bob noted a proposed revision to this SOP was needed to recognize the formation of the SSAS committee. Comments were incorporated for review from Bob, Jerry and Paul. Kirstin moved to accept the revised SOP/Ken seconded. All were in favor.

Jane will forward the revised document to the Policy Committee for review and final approval

#### **Agenda item 6 – Guidance documents**

Due to time constraints, this topic was not specifically discussed.

#### **Agenda item 7 – The Consistency Project**

Due to time constraints, this topic was not specifically discussed.

#### **Agenda item 8 – Expert Committee Reports**

Due to time constraints, only abbreviated discussion took place. Jane asked that EC chairs contact Jerry with a summary of the anticipated openings on their committees for 2010. Denise had already responded to Jerry on this.

#### **Agenda item 9 – SOP 5-101**

Due to time constraints, this topic was not specifically discussed.

#### **Agenda item 10 – Old Business**

Ken confirmed that he has completed the submission of the final versions of the TNI standards with TIAs incorporated.

Ken confirmed that the updated version of SOP 2-100 had been approved by both the Policy Committee and the TNI Board, so it is ready for posting on the TNI site.

Committee Charters – Jane noted that she had received a few updated charters and an update to the SSAS charter is in progress. Jane will follow up with chairs who have not yet submitted an update.

**Next Meeting is November 12, 2009**

## 2009 Meeting Schedule

1:00 pm ET to 2:30 pm ET

January 8	July 9
February 12	August 11 – San Antonio forum
March 12	September 10
April 9	October 8
May 14	November 12
June 11	December 10

### 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
14	9/10/09	PTEC appeal on frequency	Bob	On going
16	9/10/09	Policy Committee status on guidance documents	Bob	By 11/12/09
18	9/10/09	SOP for standards interpretation; contact LASC	Bob	By 11/12/09
19	9/10/09	Confirm status of SOP 2-100 and post if necessary	Ken	By 11/12/09
20	9/10/09	Obtain current committee charters	Bob	By 11/12/09
21	10/8/09	Draft SOP 2-100 changes for balloting changes related to TIAs	Ken	By 11/12/09

**TNI Consensus Standards Development Board  
Monthly Conference Call**

**Thursday October 8, 2009  
1:00 PM EDT**

Call in #: 1-309-946-5000 Code: 822174#

1. Role Call
2. Kavi “Workspace 5” Demonstration
3. Review of minutes
  - July
  - August
  - September
4. Appeal from Dr. Jefferson Flowers to TNI Board reference PT frequency
5. Review and Approval of revision to SOP 2-101change
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
  - Final versions of Standards with TIA’s submitted
  - Confirm status of SOP 2-100
  - Committee Charters
  - Closure of old action items (#’s 2, 8 and 11)
11. Open discussion/New business

