SUMMARY OF THE
TNI CONSENSUS STANDARDS DEVELOPMENT (CSD) BOARD MEETING
NOVEMBER 12, 2009

The Board held a meeting via teleconference on Thursday November 12, 2009, at 1:00 pm EDT.
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	Present
JoAnn Boyd, At Large Member	Present
Joe Aiello, Accreditation Body	Absent
Maria Friedman, Stationary Audit Source Sample	Present
Marlene Moore, Field Activities	Absent
Kirstin McCracken, Proficiency Testing	Present
Jane Wilson, TNI Staff	Present

Agenda item 2 – Review of minutes
- October minutes

Paul motioned to accept the October 8 minutes as drafted and Maria seconded. All were
in favor.
- Posting of Minutes

Jane confirmed that she will continue to forward minutes for posting to the TNI site
following their approval by the Board. Minutes are currently posted through September.

Agenda item 3 – Committee Membership status reports

PT – Kirstin sent report on current membership. She noted the committee is trying to get to 15
members. It is currently balanced, but among the current membership there could be perceived
economic interest for more or less PTs. Ken suggested the committee could also consider
redefining interest groups per the updated TNI standards SOP. Kirstin noted that Jerry's list is
weighed toward labs, which the PT committee doesn't need. Some possible AB reps have shown
interest.

QS – Paul reported that QS is currently at 14 members – only an AB opening is available.

AB – Jane noted that Joe is working with his committee to confirm continuing membership.

SSAS – Maria reported that her committee currently has 10 members, although one EPA
member has not been able to participate while the new EPA rule is being finalized. She noted
that more stationary source testers are needed.

OSA – Denise noted her committee is out of balance right now. It has 7 members and 4 are "Others", although the diversity among those members doesn't raise dominance concerns to Denise. She would like to recruit ABs and Labs. She is reviewing possible candidates forwarded from Jerry.

Bob asked about strategies to get better responses about committee membership issues and charters. There is a requirement that these items undergo annual review. This applies to all TNI committees, not just CSDB. Bob suggested a direct email request to responsible committee chairs, and the Board agreed with that suggestion.

Agenda item 4 – Revision to SOP 2-101 and SOP 1-101

SOP 2-101 Procedures for Expert Committee Operations:
Related to the previous agenda item, Bob noted that this SOP requires the publicizing expert committee openings yearly by Oct 1. Jerry had suggested deleting some of the language around applying to be on a committee etc. since the procedures have not been closely followed. Bob asked whether the timelines are still relevant or should the process be more flexible. It was noted that most committees are trying to stagger when members rotate off, and applications are being accepted all year round. No one was opposed to amending the SOP. Bob will send around the current version and asked for proposed revisions (Sections 2.4 and 2.5 in particular). Bob will propose revised language by the next meeting.

SOP 1-101 TNI Committee Operations:
Bob noted this SOP should be revised if SOP 2-101 is changed as previously discussed. Jane asked what group controls this SOP (General and Administration). Bob noted that CSDB changes might be a recommendation back to the Policy committee or whoever controls this SOP.

Agenda item 5 – Revisions to SOP 2-100

Ken had volunteered to look at the TIA language in this SOP to ensure that it allowed a final TIA to be processed through the normal standards approval process without having to open the full standard for revision. Ken proposed the following change to 5.5 9:

5.5.9   A Tentative Interim Amendment may remain in effect for a maximum of two (2) years from the date of its adoption. Within this time period, the section or subsection of the standard that incorporates the Tentative Interim Amendment will This allows time for the language to be re-introduced as a Voting Draft Standard and to be subsequently adopted by TNI afterwhich will proceeding through the normal standards development and voting process.

After some discussion the Board felt this language would address the issue. Ken motioned to accept the proposed change and Paul seconded. All were in favor. Bob will submit the proposed change to the Policy committee for approval.

Agenda item 6 – Index of Standard Development history; inclusion in standard

The October Board call included a discussion about the inclusion of a standards development history in the introductory content in the TNI standard. Jerry had circulated a proposed format after that teleconference. Bob asked whether each committee chair has all the information needed to put into the history. He also asked whether the Board considered the inclusion of this information to be an editorial change and the Board confirmed that it is editorial. Jane noted that much of the timeline information should be similar across many of the modules, for example the PT and QS modules went through voting and approval process on the same timeline and FA, AB, and OSA were completed on a similar timeline. The Board is in agreement on approach proposed by Jerry and just need to find out what information may be missing. Jane will check with Jerry on how much of this was completed and what information is still needed.

Agenda item 7 – Guidance documents

Bob reported that the Policy committee has yet to meet on guidance document issues. He projected they will discuss before year's end.

Agenda item 8 – The Consistency Project

A Task Force of TNI Board members with TNI staff support has met on 3 occasions regarding assessment consistency issues. To date the Scope of the Task Group's work has been developed along with working on an implementation plan. The Task Force membership is to be expanded to include other volunteers and the NELAP QA officer will participate. The Scope will be submitted to the TNI Board and develop the Task force will develop a white paper about the definition of consistency and the objectives of the initiative. Follow up on corrective action is a primary topic. Bob anticipates the Task Force will develop guidance documents for stakeholders. The project timeline is one year.

Agenda item 9 – Expert Committee Reports

- Proficiency Testing: Bob asked that Kirstin report on the current status of PT frequency, AB survey, and PT appendices. Kirstin noted that the PT frequency issue is a part of the committee's overall plan on PT program goals. They are actively working on development of the AB survey. The objective is to gather information from ABs regarding how they use PTs and the role that PTs play in their accreditation programs. The goal is to have the survey completed by January. This information will be added to the previously performed lab PT survey. For the PT appendices, subcommittees have been set up to review material from the 2003 NELAC standard. The committee expects to develop new material to replace them in some manner. Some material may go to other modules outside of PT. They will have a presentation on this issue at the Chicago meeting. The plan is to use the TIA process to approve the additions by July 2010.

  Ken asked about the status of the appeal on the PT module. Kirstin was not sure of the current status. Jerry was going to reach out to Jeff and was trying to clear up some potential misunderstandings. Jerry will be asked for an update on the status.

- Quality Systems: Paul reported that his committee has recently completed review of 13 standards interpretation requests. They should be returned to Ilona by the end of the week. Two others should be reviewed via email before their next conference call. The new QS Checklist is in final committee review. Paul asked for the next step in the Checklist approval process. Does the CSDB approve? Should LASC be reviewing? What is the NELAP board role? Paul explained the checklist was created to replace the current checklist for labs based on the NELAC standard. Kirstin asked if PT should also be developing a new checklist? CSDB probably needs to look at them from a consistency standpoint if there are checklists coming from each committee. It was also noted that ABs have differences in how they use the existing checklist and who has to fill it out, how much of it is used, etc. Bob noted that this topic needs more discussion during the next CSDB call.

- On-Site Assessment: Denise noted her committee is doing some clean up activities while waiting for further direction on guidance documents. They are working on membership issues and identifying someone to replace Denise as chair in 2010. She would like to improve the response rates on their annual lab and assessor surveys. She would like to develop better email lists of lab directors and assessors. Denise may talk with Jerry about this. The committee is also thinking about checklist development but needs to know who would use it and how it would be used before moving forward.

- Stationary Source Audit Sample: Maria reported 11/12/09 is the last day for committee member voting on the modified VDS documents, so they should be final on Friday 11/13. The committee is working on an FAQ guidance document, and also needs to decide on central database issues. EPA has not finalized its new rule, but they expect to stop providing free audit samples as of 12/31/09. She also noted the need to update existing SSAS tables to reflect past audit sample performance.

- Field Activities: While Marlene was not on the call, she provided a written update to Bob. She noted NEFAP developments are in recent TNI newsletter.

- Accreditation Body: Joe was not present to provide a report.

Agenda item 10 – SOP 5-101 Discussion

Bob noted that this draft SOP had not yet been finalized by LASC, and that standards interpretations have been handled using a slightly different process than what is outlined in the SOP. Paul shared the cover page material that is currently distributed with requests for standards interpretations. Bob suggested that CSDB provide some feedback to LASC on this SOP so it can be finalized.

The meeting was adjourned at 2:39 pm ET. Bob asked that Board members with conflicts for the December 10 meeting date notify him.

Next Meeting is December 10, 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	On going
18	9/10/09	SOP for standards interpretation; contact LASC	Bob	completed
19	9/10/09	Confirm status of SOP 2-100 and post if necessary	Ken	completed
20	9/10/09	Obtain current committee charters	Bob	ongoing
21	10/8/09	Draft SOP 2-100 changes for balloting changes related to TIAs	Ken	completed

Item No.	Date Proposed	Action	To be Completed By	Completed
22	11/12/09	Coordinate a communication regarding the need for committee membership review and charter updates	Bob	12/10/09
23	11/12/09	Draft proposed changes to EC operations SOP	Bob	12/10/09
24	11/12/09	Forward SOP 2-100 change for TIAs to Policy committee	Bob	12/10/09
25	11/12/09	Check with Jerry on status of PT appeal and standards development history for each module	Jane	12/10/09

TNI Consensus Standards Development Board
Monthly Conference Call

Thursday November 12, 2009
1:00 PM EDT
Call in #: 1-218-936-4700 Code: 822174#

1. Role Call
2. Review of minutes
   - October
   - Posting of Minutes
3. Committee Membership; status reports
4. Revision to SOP 2-101 and SOP 1-101
5. Revisions to SOP 2-100
6. Index of Standard Development history; inclusion in standard
7. Guidance documents
8. "The Consistency Project"
9. Expert Committee Reports
   - Proficiency Testing
       i. PT Frequency
      ii. AB Survey
     iii. PT appendices
   - Quality Systems
   - On-Site Assessment
   - Stationary Source Audit Sample
   - Field Activities
   - Accreditation Body
10. SOP 5-101 Discussion
   - Old business
   - Closure of old action items (#'s 2, 8 and 11)
11. Committee Charters
12. Open discussion/New business