

**SUMMARY OF THE  
TNI CONSENSUS STANDARDS DEVELOPMENT PROGRAM  
EXECUTIVE COMMITTEE MEETING  
JANUARY 13, 2011**

The Executive Committee held a meeting on Thursday January 13, 2011, at 1:00 pm ET. Chair Bob Wyeth led the meeting.

Agenda item 1 – Roll call

Attendance:

Bob Wyeth, Chairman, At Large Member	present
John Gumper, On-Site Assessment	present
Silky Labie, Quality Systems	present
Ken Jackson, At Large Member	absent
JoAnn Boyd, At Large Member	absent
Joe Aiello, Accreditation Body	present
Maria Friedman, Stationary Source Audit Sample	present
Marlene Moore, Field Activities	present
Kirstin McCracken, Proficiency Testing	present
Richard Burrows, Environmental Measurement Methods	present
Jane Wilson, TNI Staff	present

Agenda Item 2 – Review and approval of December 2010 meeting minutes

Bob welcomed Richard Burrows to the Consensus Standards Development Program Executive Committee in his new role as the Chair of the Environmental Measurement Methods Expert Committee.

Bob asked for comments on the December 2010 minutes and none were offered. Kirstin motioned to accept as drafted and Maria seconded. John abstained and all others on the call approved. The December 2010 minutes were approved as drafted.

Agenda Item 3 – Charter Renewals

Bob reminded expert committee chairs of the need to update charters for 2011. Marlene and Silky have submitted their updates. Bob asked everyone else to have updates drafted by the time of the CSDP EC meeting in Savannah, if possible. Jane will distribute 2010 versions to the remaining committee chairs.

Agenda Item 4 – Standard Interpretation Requests (SIR)

Bob noted that he has received updates from Marlene and Silky about SIRs processed by their committees. Kirstin and Joe reported that they don't have any SIRs pending. John reported the OSA committee has one request on technical training requirements that has been answered by discussion at the Washington DC meeting, and he will touch base with Ilona to make sure it has been properly documented and answered.

Bob suggested that going forward each Chair can include a summary of SIRs in their monthly report.

#### Agenda Item 5 – QMP Distribution

Bob asked the chairs to make sure their expert committee comments get submitted to Lynn Bradley. Bob will send a copy of the draft QMP to Richard for his reference.

#### Agenda Item 6 – Savannah Meeting

Bob asked if anyone is not able to attend the Savannah meeting and it appears everyone will be there. Bob will send the CSDP EC agenda to Jerry. It will be a lunch meeting on Feb 2nd. Marlene may not be able to attend the lunch meeting due to multiple commitments for FAC and NEFAP, but will try to be there.

#### Agenda Item 7 – Expert Committee Reports

- Field Activities

Marlene reported that three SIRs have been processed by the FAC but were modified by NEFAP review, so the FAC needs to re-review. Evaluation training is taking place in February for the NEFAP program, and the first listings of ABs are anticipated by May.

The FSMO standards have been updated with editorial revisions. In Savannah, FAC and NEFAP will have a full day of meetings on Weds. to conduct business and educate users on the program.

- Proficiency Testing

Kirstin noted that the PT is finding it difficult to make progress on how to address the Accreditation Council comments on the implementation of the PT standards. It is very difficult to get agreement on anything and the committee is not sure whether TIAs or a working draft standard can be recognized by the ABs that are having problems with the current requirements. The expert committee will proceed with development of TIAs prior to Savannah and review them at the meeting. Committee members are disillusioned with the impact on the consensus process and one member has resigned.

Bob asked for Joe's perspective from the Accreditation Council. Joe noted that on most issues there are a few ABs that have limitations on what they can implement. Sometimes the standards requirements and what the AB can implement are mutually exclusive. The LOQ issue has been a challenge and it may not be able to be resolved at the level of the PT expert committee.

Joe noted his impression is that for some ABs the new requirements do result in significant effort to implement, and there is reluctance by some to change. Kirstin noted the PT expert committee feels the end result is going back to the 2003 NELAC standard, which wasn't followed anyway. It is difficult to devise a standard that reflects all states requirements. Not all ABs can separate out state requirements from accreditation requirements. Recognition agreements are also breaking down over PT issues.

Bob noted these problems will ultimately have to come to resolution at the level of the CSDP EC or TNI Board. Kirstin noted the loss of perspective on what the PT program is and its role in accreditation. Bob asked Kirstin to put together a synopsis of what's occurred so that he can consider how the CSDP EC might be able to help move the issue forward.

Kirstin added that she will be staying on as chair for PT through the resolution of these issues. Dan Tholen has resigned, so the committee does not have a PTPA rep at the moment, but is still numerically balanced. Bob thanked Kirstin for her perseverance in trying to resolve these complex challenges.

- On-Site Assessment

John reported that his committee has completed its action items for the year. In Savannah the committee plans to have an open discussion and will ask if there are reasons to reopen the following issues for potential revision to the OSA module:

- 1) Technical training requirements
- 2) Lack of refresher training requirements
- 3) Assessment frequency

John noted the committee is aware of discussion in the TNI community on these topics, and wants to explore what changes might be needed. Bob asked for John to report on that discussion at the CSDP EC lunch meeting in Savannah.

- Quality Systems

Silky noted receipt of comments from Richard Scheibley regarding whether TNI procedure has been properly followed for VDS development of the proposed QS module changes. She is consolidating electronic responses for the committee's WDS and VDS voting, along with a spreadsheet of the votes.

Bob will advise Richard Scheibley of the receipt of his comments and that a detailed response is being developed. Silky noted the plan is to discuss comments on the VDS in Savannah. John suggested distributing the draft response to everyone on the CSDP EC so we can all see it and weigh in. She expects to have a draft this afternoon.

Silky added the QS committee is also working with the LAS EC on the QMP template and the checklist for ABs.

- Accreditation Body

Joe reported the committee has completed drafting a Provisional Recognition SOP, for ABs not able to satisfy non-conformances. The SOP has been passed on the LAS EC for review. Next stop will be to the Policy Committee. Joe will check on the status for the next monthly meeting. Joe noted the committee was also considering the question of what to do with ABs that don't pay the annual TNI fee. This question was passed on to the TNI Finance Committee. Joe also indicated his committee will be updating a training presentation for ABs from Lynn Bradley. Dan Dickinson resigned to join the EMM committee.

Joe is planning an open session in Savannah to gather feedback about what national/state accreditation programs should look like in the future. TNI AB Task Force output will also be considered.

- Stationary Source Audit Sample

Maria reported the TIAs developed for the SSAS standards were completed and revised version of the standards posted. The committee has also updated the SSAS table to revise footnotes. These are the main criteria documents for the TNI SSAS program and they have been submitted to EPA for review. EPA anticipates completing the review by end of January. Once EPA has approved the program, the provider accreditor can complete assessment of providers. The committee is now working on a template for users to facilitate ordering of audit samples.

Bob asked whether EPA approval requires signoff by an EPA administrator or program-level approval. Maria noted this has not been defined, but anticipates the decision will come from the program office. Jane also noted another PTPA has been approved by the TNI Board – ACLASS. Maria will contact Eric Smith for more details. This may help get the program operational sooner to speed up the provider accreditation process.

- Environmental Measurement Methods

Richard announced the new committee held its first meeting last week. They are planning an agenda for a full day meeting in Savannah. He expects opening presentations about calibration/detection topics and the options available, presentation of the committee mission statement and objectives, and a half-day working meeting. He anticipates good attendance for the meeting in Savannah.

#### Agenda Item 7 – Old Business

Bob identified the need to modify some SOPs to accommodate the EMM committee creation – this will be on the agenda for Savannah.

#### Agenda Item 8 – New Business

No new business was discussed.

John/Richard moved to adjourn.

**Next meeting February 2, 2011 at 12:00 pm ET in Savannah, GA.**

**2011 Meeting Schedule**

Second Thursday 1:00 pm ET to 2:30 pm ET

January 13	July 14
February 2 – Savannah forum	Seattle forum
February 10	August 11
March 10	September 8
April 14	October 13
May 12	November 10
June 9	December 8

**LIST OF ACTION ITEMS TO BE COMPLETED**

<b>Item No.</b>	<b>Date Proposed</b>	<b>Action</b>	<b>Assigned to:</b>	<b>To be Completed by:</b>
1	3/12/09	Determine sector and volume information for SSAS standards	Jane	Volume info complete – need TNI Board decision on sector
2	9/9/10	Ensure new versions of SOPs 2-100 and 2-101 are posted	Jane	complete
3	9/9/10	Communicate to Expert Committee chairs regarding several issues covered in Sept 9 meeting	Bob	complete
4	1/13/11	Jane to distribute charters for updating	Jane	
5	12/9/10	Chairs to update charters for 2011	EC Chairs	ongoing
6	12/9/10	Chairs to forward QMP comments to Lynn Bradley	EC Chairs	ongoing

Consensus Standard Development Executive Committee  
Conference Call  
January 13, 2011; 1:00 PM EDT  
1-218-936- 4700; code 822174#  
AGENDA

1. Roll Call
2. Review and approval of December minutes
3. Charter Renewals
4. Standard Interpretation Requests
5. QMP distribution
6. Savannah Meeting
7. Expert Committee Reports
  - a. Field Activities
  - b. Proficiency Testing
  - c. On-Site Assessment
  - d. Quality Systems
  - e. Accreditation Body
  - f. Stationary Source Audit Sample
  - g. Environmental Monitoring Methods
8. Old Business
9. New Business