

**SUMMARY OF THE
TNI CONSENSUS STANDARDS DEVELOPMENT
EXECUTIVE COMMITTEE MEETING
APRIL 14, 2011**

The Executive Committee held a conference call on Thursday April 14, 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	absent
Silky Labie, Quality Systems	absent
JoAnn Boyd, At Large Member	present
Joe Aiello, Accreditation Body	present
Greg O’Neal (for Maria Friedman), Stationary Source Audit Sample	present
Bob DiRienzo (for Marlene Moore), Field Activities	present
Kirstin McCracken, Proficiency Testing	present
Richard Burrows, Environmental Measurement Methods	absent
Ken Jackson, Program Administrator	present

Agenda Item 2 – Review and approval of March 2011 meeting minutes

Although a quorum was present, two of the attendees were substitutes and hence unable to comment on the March minutes. Therefore, consideration of these minutes was tabled until the next meeting.

Agenda Item 3 – Charter Renewals

The CSD-EC charter had already been approved with 6 votes in favor. Marlene had voted negative and had questions and suggestions on the charter. One of her suggestions, for the members who are expert committee chairs, was to identify those expert committees. Bob agreed to make this change and circulate the amended charter to the Executive Committee members. (The duly amended charter is appended to these minutes). The charters of the following committees were presented to the members: Field Activities; Laboratory Accreditation Body; Environmental Measurement Methods; NEFAP Executive Committee; Proficiency Testing; Quality Systems; and Stationary Source Audit Sample. Bob has approved these charters and will send them for posting on the website.

Bob informed the Committee that Ken Jackson has resigned as an at-large member, so that he can assume the role of Program Administrator, effective April 1, 2011. A nomination from Jane Wilson to be an at-large member is expected.

Agenda Item 4- SOP 2-101, Rev 1.1

The committee considered a draft revision of the Procedures for Expert Committee Operations. The proposed addition was a new section to describe the Environmental Measurement Methods Expert Committee (section 2.1.2.7). Joe moved to accept SOP 2-101, Rev 1.1, as presented, and this was seconded by JoAnn. The motion was approved unanimously. Bob will send the revised SOP to the Policy Committee.

Agenda Item 5 – Expert Committee Reports

- Field Activities

Bob DiRienzo presented the report. The committee is trying to recruit more members, especially from the FSMO community. A comparison between NEFAP and NELAP is underway and should be completed in May. A SIR is currently going through the committee. Advocacy of the NEFAP program is going well. A revision cycle of the FSMO standard (V1 and V2) is about to begin and a Working Draft Standard may be available by the middle of the year. The committee is planning to develop policies and procedures for training as part of the new Educational Delivery System.

Bob Wyeth asked the committee to affirm its balance among the interest groups. The usual interest groups are: accreditation bodies; laboratories; and others, and it was noted that the committee has adopted alternative interest groups. The committee is asked to clarify its interest groups, and they need to be shown in future minutes.

- Proficiency Testing

Since the proposed TIA on Whole Effluent Toxicity (WET) was rejected by the CSD-EC (noted in the March minutes), the PT committee asked the PT Executive Committee chair (Eric Smith) to remove WET from the Field of Proficiency Testing tables. It was noted that Carl Kircher had objected to this proposed action. The PT Executive Committee will meet to discuss this issue on April 21, when Kirstin, Bob Wyeth and Jerry Parr will likely attend.

The Committee is developing a new Working Draft Standard (WDS), partly to address the concerns of the NELAP Accreditation Council. The WDS is expected to be ready by May 31 for public comment in June.

- On-Site Assessment

No report available.

- Quality Systems

Silky reported (by e-mail) that the committee has completed review of all comments from the December/January vote, and has begun revising the standard based on the comments. They have completed V1M2, M3 and M4, and anticipate completion during the May meeting. It is hoped to post a Working Draft Standard in time to hold a workshop in Seattle.

There have been no SIRs (first time in a long time)

- Accreditation Body

The committee met in March and reviewed the comments received during the Savannah meeting. Considered were: third party assessors; how to use surveillance assessments; and the feasibility of a generic application for laboratory accreditation.

- Stationary Source Audit Sample

The final TIA was approved (e-mail) by the Consensus Standards Development Program Executive Committee, with 7 members voting in favor. The SSAC is now waiting for the comment period to end before submitting to EPA. Work is now progressing on revising the SSAS table. As with the Field Activities Committee (above), this committee is asked to assure balance by clarifying its interest groups, and they need to be shown in future minutes.

- Environmental Measurement Methods

Richard reported (by e-mail) that his committee has developed an outline for calibration and calibration assessment, and various members of the committee have assignments to flesh the outline out.

Agenda Item 6 – Old Business

None.

Agenda Item 7 – New Business

Kirstin asked if there is a prescribed format that should be used in writing standards; e.g., the PT Committee is unsure whether to have appendices or many separate modules as Quality Systems has done. It was pointed out that the modular format has the advantage of allowing modules to be removed, replaced, or added without affecting the rest of the standard. Bob will ask the Policy Committee for advice, and this topic will be put on next month's agenda.

The meeting adjourned (moved by Joe and seconded by JoAnn) at 2:00 pm EDT

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 (cancelled)	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

Item No.	Date Proposed	Action	Assigned to:	To be Completed by:
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	complete
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
7	3/12/11	Bob to communicate with Eric Smith and Jerry Parr regarding WET FoPTs	Bob	
8	4/14/11	Bob will submit committee charters for posting on the website	Bob	
9	4/14/11	Bob will send SOP 2-101, Rev 1.1 to the Policy Committee	Bob	
10		Field Activities and SSAS Committees need to clarify their interest groups	Marlene/Maria	
11		The Policy Committee will be asked if there should be a prescribed format for stds. writing	Bob	

Consensus Standard Development Executive Committee
Conference Call
April 14, 2011; 1:00 PM EDT
1-218-936- 4700; code 822174#
AGENDA

1. Roll Call
2. Review and approval of March minutes
3. Executive Committee Charters
 - a. Resignation
 - b. New at-large member
4. SOP 2-101, Rev 1.1
5. Expert Committee Reports
 - a. Field Activities
 - b. Proficiency Testing
 - i. Discussions regarding WET PTs
 - c. On-Site Assessment
 - d. Quality Systems
 - e. Accreditation Body
 - f. Stationary Source Audit Sample
 - i. Final TIA Approval
 - g. Environmental Monitoring Methods
6. Old Business
7. New Business

BOARD/COMMITTEE CHARTER

1. Committee Name: Consensus Standards Development Executive Committee	2. Version: 2.3	3. Date: 4/14/2011
4. Mission Statement: To guide the Consensus Standards Development Program in the development and maintenance of standards		
5. Program Administrator: Ken Jackson		
6. Committee Members: <i>(indicate Chairperson, insert rows as necessary for additional members)</i>		7. Stakeholder Group: <i>(Accreditation body, accredited laboratory, other)</i>
Joe Aiello; Chair Accreditation Body Expert Committee		Accreditation Body
JoAnn Boyd; At-Large Member		Accredited Laboratory
Maria Friedman; Chair SSAS Expert Committee		Accredited Laboratory
Jane Wilson; At-Large Member		Other
John Gumper; Chair On-Site Expert Committee		Other
Kirstin McCracken; Chair PT Expert Committee		Accredited Laboratory
Marlene Moore; Chair Field Activities Expert Committee		Other
Silky Labie; Chair Quality Systems Expert Committee		Other
Bob Wyeth (CSDP EC Chair); At-Large Member		Accredited Laboratory
Richard Burrows; Chair EMM Expert Committee		Accredited Laboratory
8. Objectives: <i>(insert rows as necessary for additional objectives)</i>		
Develop policies and procedures that guide standards development		
Ensure consensus standards development is in conformance with applicable policies and procedures		
Provide oversight, guidance, and direction to the Expert Committees		
Ensure consistency and uniformity between the standards, including interaction with other boards, committees, and interested parties as required		
Evaluate the need for new standards		
9. Success Measures:		
<ul style="list-style-type: none"> • Timely development of standards • Development of standards consistent with relevant national and international standards and guidelines where appropriate • Adoption of the standards by TNI and/or other interested parties • Implementation of the standards 		
10. Key Milestones: <i>(significant events and corresponding dates)</i>		
<ul style="list-style-type: none"> • Membership vote on adoption of Environmental Sector (ES) Final Standard (FS) modules – Spring 2007 		

- Adoption of FSMO Final Standard – May 2007
- Adoption of ES Vol 2, Mods 2 and 3 - May 2007
- Publication of remaining ES Draft Interim Standard (DIS) Modules – June , 2007
- Completed vote on ES DIS modules – July , 2007
- Adoption of remaining ES Final Standards – December 2007
- Membership vote on Stationary Source Audit Sample (SSAS) Voting Draft Standard – June 2009
- Completion of editorial changes/TIAs on ES Final standard – July 2009
- Adoption of SSAS Final Standard – September 2009
- Implementation of Environmental Sector standard by NELAP – July 2010
- Address Tentative Interim Amendments from Expert Committees to resolve issues regarding implementation of the TNI standard by 7/1/2011 – On-going
- Review and approve annual charters for Expert Committee – March 2011
- Approve new Environmental Measurement Methods Expert Committee-January 2011
- Revise SOPs as necessary and appropriate – as required

11. Considerations: (*assumptions/constraints/obstacles/risks*)

Committee members are volunteers; limited funding. Committee consists of 3 at-large members and the Chairs of all Expert Committees. Balance is not a requirement of the Consensus Standards Development Executive Committee

12. Available Resources:

- Volunteer committee members
- TNI Infrastructure
- Environmental technical community
- Expert committees and support
- Teleconference services
- Administrative support
- Technical editor support

13. Additional Resources Required:

- Travel funding

14 Anticipated. Meeting Schedule:

- Monthly teleconferences
- Face to Face meetings during the semiannual TNI Forums
- Additional teleconferences and/or face-to-face meetings as needed