

**SUMMARY OF THE
TNI CONSENSUS STANDARDS DEVELOPMENT
EXECUTIVE COMMITTEE MEETING
MAY 10, 2012**

The Executive Committee held a conference call on Thursday May 10, 2012, at 1:00 pm EST. Chair Bob Wyeth led the meeting.

Agenda item 1 – Roll call

Attendance:

Joe Aiello, Accreditation Body	absent
JoAnn Boyd, At Large Member	present
Justin Brown, Field Activities	present
Richard Burrows, Environmental Measurement Methods	present
Maria Friedman, Stationary Source Audit Sample	present
Paul Junio, Quality Systems	present
Mitzi Miller, Proficiency Testing	present
Jane Wilson, At Large Member	present
Bob Wyeth, Chairman, At Large Member	present
Ken Jackson, Program Administrator	present

Agenda Item 2 – Review and approval of April 12 meeting minutes

It was moved by Paul and seconded by Mitzi to approve the April 12 minutes as presented. All were in favor.

Agenda Item 3 – Clarification on Notes

The notes from Volume 2 Module 1 were again reviewed. Although it was considered the notes were worded in such a way as to not constitute standards requirements, Paul recommended next time the standard is changed, it should be considered if some of the notes should become a requirement, and hence be written as standard clauses. Jane, Mitzi and Ken will recommend which of the notes should remain and which should eventually become standards. This will not apply to notes attached to ISO clauses that must remain as they are. The following was moved by Mitzi and seconded by Paul:

“This Committee will write a short e-mail to the Expert Committee Chairs regarding how notes are to be used, and to clarify the use of any ISO notes. Implementation of updating the notes will be part of updating the standards. The Consensus Standards Development Executive Committee will then evaluate this activity as part of its review process.”

This was approved unanimously (in the absence of Maria who left the call early). Mitzi will prepare a first draft of the e-mail.

Agenda Item 4 – Expert Committee Reports

Stationary Source Audit Sample

Maria reported the SSAS Table Management SOP is almost complete, and an SOP number has been requested from the Policy Committee. The committee is now voting on a subcommittee's recommendations on concentration ranges and acceptance criteria for Method 25. This has been aided by a study performed by 2 volunteer laboratories that specialize in this method. The SSAS Table will be amended for Method 25. Guidelines for Method 25 sample collection will be developed next.

Proficiency Testing

Mitzi reported the WDS is on target for publication in July. The committee is meeting weekly and expects to have a first draft by June 7. This will then be reviewed for uniformity across all 3 volumes. The WET TIA has been approved by LASC, and the Accreditation Bodies expect to get it out of their Council and approved for implementation by June.

Field Activities

Justin said the WDS is on track, but there are still issues to resolve. The PT subcommittee has agreed on the direction, and language still needs to be ironed out. Another subcommittee has resolved the language on scope of accreditation. Mobile laboratories still need to be considered. Volume 1 (except for PT language) is complete. A current issue is whether to remove interim accreditation from Volume 2. One AB wants it removed, but a potential stack-testing AB says they won't then be able to participate, because interim accreditation is critical to them.

Quality Systems

Paul said the committee continues to work on the comments received on the VDS.

Accreditation Body

No report.

Environmental Measurement Methods

Richard said the committee continues to make good progress on its calibration WDS, which should be essentially complete within a week.

Agenda Item 5 - EMMEC/QS Implementation Plan

There was little further discussion on the proposal from the previous meeting's minutes. Richard cautioned that, if there are not enough resources to form Expert Committees for Microbiology and Radiochemistry they should be left as Quality Systems subcommittees. The following was moved by Richard and seconded by Paul:

“Submit to the TNI Board of Directors a recommendation that additional Expert Committees should be established to handle the Chemistry, Radiochemistry and Microbiology modules, and the Environmental Measurement Methods Expert Committee should become the Chemistry Expert Committee”.

Approval was unanimous. Bob and Ken will work on a suitable document for submission to the TNI Board of Directors.

Agenda Item 6 – Uniformity of Standards Workgroup

Bob presented a flow-sheet describing the process to be followed. There was general agreement on this, so Bob will prepare a short draft to precede an SOP.

Agenda Item 8 - Guidance Document for Development and Maintenance of Standards regarding structure, formatting and Style

The workgroup's outline was discussed only briefly. Bob said the content needs fine-tuning and he requested feedback on the approach taken.

Agenda Item 8 – Old Business.

There being none, the meeting was adjourned at 2:30 pm EDT

LIST OF ACTION ITEMS TO BE COMPLETED

Item No.	Date Proposed	Action	Assigned to:	To be Completed by:
1	2/1/12	The Uniformity of Standards Committee should be re-constituted	Committee	Not yet determined
2	2/1/12	The Executive Committee should prepare a summary of the CSDP plans for laboratory accreditation standard updates with projected time-frames, and submit this to the NELAP Accreditation Council.	Committee	Not yet determined
3	3/8/12	Bob will forward the new roster for the AB Committee to Ken for posting on the website.	Bob	4/3/12
4	3/8/12	Joe Aiello's, list of notes in Volume 2 Module 1 of the standard will be studied by committee members.	All Committee Members	4/12/12
5	3/8/12	Jerry Parr, Paul Junio, Richard Burrows and Ken Jackson will be invited to a conference call re: the EMMEC/QS implementation Work Group	Bob	4/3/12 (call scheduled for 4/11/12)
6	3/8/12	The revised SOP 2-100 and 2-101 will be sent to committee members for an e-mail ballot.	Bob	3/22/12 Final approved SOPs sent to Policy Committee on 4/9/12

Item No.	Date Proposed	Action	Assigned to:	To be Completed by:
7	4/12/12	Review Joe Aiello's notes document	All Committee Members	5/9/12
8	4/12/12	A draft procedure for uniformity of standards review will be prepared and circulated	Bob	5/9/12
9	4/12/12	The draft Guidance Document for Development and Maintenance of Standards will be circulated to Committee Members	Bob	5/9/12
10	5/10/12	It will be recommended which of the notes should remain and which should eventually become standards.	Jane, Mitzi, Ken	Not yet determined
11	5/10/12	A short e-mail will be drafted to the Expert Committee Chairs regarding how notes are to be used, and to clarify the use of any ISO notes.	Mitzi	Not yet determined
12	5/10/12	A draft recommendation to the TNI BoD will be prepared on the proposed formation of additional Expert Committees.	Bob and Ken	Not yet determined

Item No.	Date Proposed	Action	Assigned to:	To be Completed by:
13	5/10/12	A short draft to precede an SOP on the Uniformity of Standards process will be prepared.	Bob	Not yet determined

Consensus Standard Development Executive Committee
Conference Call
May 10, 2012; 1:00 PM EDT
1-218-936- 4700; code 822174#
AGENDA

1. Roll Call
2. Review and approval of April 12, 2012 meeting minutes
3. Clarification on Notes
 - a. Report from Expert committee chairs regarding ISO compliance
4. Expert Committee Reports
 - a. Stationary Source Audit Sample
 - b. Field Activities
 - c. Proficiency Testing
 - d. Quality Systems
 - e. Accreditation Body
 - f. Environmental Monitoring Methods
5. EMMEC/QS Implementation Plan
 - g. Discussion
 - h. Vote on proposal (Item #6, April 12, 2012 meeting minutes)
6. Uniformity of Standards work group
 - i. PT WDS
7. Guidance Document for Development and Maintenance of Standards regarding structure, formatting and Style.
 - j. Review/discussion by committee members
8. Old Business