

**SUMMARY OF THE  
TNI CONSENSUS STANDARDS DEVELOPMENT  
EXECUTIVE COMMITTEE MEETING  
SEPTEMBER 22, 2011**

The Executive Committee held a conference call on Thursday September 22, 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 (and for Marlene Moore, Field Activities)	present
Joe Aiello, Accreditation Body	present
Maria Friedman, Stationary Source Audit Sample	present
Mitzi Miller, Proficiency Testing	present
Richard Burrows, Environmental Measurement Methods	absent
Ken Jackson, Program Administrator	present

Also present was Jane Wilson, Associate Committee Member

Agenda Item 2 – Review and Approval of August 18 Minutes

The draft minutes were amended to show Marlene present. With this change the minutes were adopted unanimously (moved by Joe, seconded by JoAnn).

Agenda Item 3 – Status of consolidation of On-Site Assessment and Accreditation Body Expert Committees

Bob commented that the Accreditation Body (AB) committee assists NELAP ABs, while the On-Site Assessment (OSA) committee is more independent, and establishes ground rules for assessments. He asked if this would be a conflict in a merged committee. It was generally agreed that, since the primary task of both committees is standards development, this should not be a problem. Bob then asked what the advantages would be to the Consensus Standards Development Program if the committees were merged. Joe said both committees believe the merger would be beneficial in view of the issues that they are likely to face in the future, and OSA is really an AB activity. Since the Bellevue meeting, all 14 members of the two committees had voted to combine. The combined committee will work on the issue of 3<sup>rd</sup> party assessors, as requested by the AB Task Force. Joe was not sure at this time if the OSA committee had anything else outstanding, except perhaps the question of surveillance

assessments, but it was several months since that committee had met. Ken asked if the expertise will remain for future standards development, and if the existing AB and OSA modules will be combined into a single module. Joe said that is to be decided, but since all 14 members from both the old committees will remain on the new committee both groups will still be represented.

The following was moved by JoAnn and seconded by Maria: “the CSD Executive Committee approves consolidation of the OSA and AB committees, effective immediately”. There was no further discussion and the motion was approved unanimously. Bob will notify the Executive Committee of this decision.

#### Agenda Item 4 – CSDP communication commitment

Bob reminded chairs preparing a Working Draft Standard to post the summary of the changes on the TNI website. Ken suggested also sending the summary to Lynn Bradley to present to the AB Council for their consideration. This was agreed.

#### Agenda Item 5 – Clarification on Notes

Chairs were asked to review their standards modules to make sure any “Notes” are for clarification only (same as used by ISO). If there are currently any notes that do not meet the criteria, they could be modified editorially or by TIA.

#### Agenda Item 6 – Expert Committee Reports

- Field Activities

JoAnn presented the report. The Committee is currently reviewing the documents for training and education to be sure they are consistent with each other. Potential abstracts for presentations are being worked on. Marlene will be leaving as chair and a new chair will be appointed.

- Proficiency Testing

Mitzi reported that the new Working Draft Standard (WDS) will provide two versions of PT reporting; i.e., to the PTRL and to the LOQ. Although they received a sense from the audience during the Bellevue discussion, few ABs were present to express their views, and they want the members to decide which version to use when they vote on the WDS. Several SIRs are being handled. Bob asked if there is any update on WET. Mitzi said not yet, but they will soon be moving forward on this. There is some question over whether the next action should come from the PT Expert Committee or the PT Executive Committee.

- Quality Systems

No report available.

- Accreditation Body (including On-Site Assessment)

Joe reported 2 members are working on a draft charter for the new combined committee; this should be voted on in October, and presented to the CSD-EC at its next meeting. The committee is gathering information for a generic application document, which will include the needs of the national database. It is hoped to review this during the Committee's October call. They are also working on the use of 3<sup>rd</sup>-party assessors, as requested by the AB Task Force. Specifically, a subcommittee is considering the process for qualification/registration, and they plan to talk to Jerry Parr for guidance. The required qualifications are already in the standard, but more difficult is deciding how TNI can sanction the group. Mitzi asked why this is needed, since it is an AB's responsibility to hire qualified assessors. Joe replied from an AB perspective it would be easier if there were approved assessors so he wouldn't have to do it himself. Mitzi cautioned that TNI should not get into cost evaluation. Bob suggested looking into states that already do it (WA and RI were identified). The AB Committee is also looking at surveillance assessments, and deciding if it is something ABs want to use.

- Stationary Source Audit Sample

Maria reported the updated table is approved, but will not be effective until March 2012 when both providers and accreditors will be ready. They are now working on the audit concentration tool. Method 25 is not yet done, but EPA says the program can move forward without it. EPA does not have to review the table. It will be posted on the TNI website so that providers and accreditors can use it to get the process moving. There is no checklist yet from ACLASS, and it will be needed before they can be an accreditor.

- Environmental Measurement Methods

No report

Agenda Item 7 – EMMEC language replacement into QS

Ken reported this was discussed in Bellevue. The EMMEC calibration standard will expand on the calibration requirements currently in the QS standard. The QS WDS will flag those sections, saying they will be removed when the EMMEC calibration standard is approved. Provided all current calibration standards remain in the new EMMEC standard, this can be done through a TIA, since there will be redundancy in the standard.

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

Bob will commission the working group that previously volunteered (Jane, Bob, JoAnn and Kirstin). Jane will lead the group. She reported that she can provide the ISO and ANSI requirements.

Agenda Item 9 - New Business

- a. Request from Policy Committee to address the issue of availability of checklists.

Ken explained that, since checklists will contain ISO language, they can only be released to people who can attest they have a legal copy of either ISO 17025 or the TNI 2009 standard with ISO 17025 included. Therefore, provided accredited laboratories have purchased the TNI standard, they can receive the checklists. Bob will communicate this to the Policy Committee.

- b. SOP 2-101 (revision reportedly does not have a requirement for member approval prior to voting).

There is no longer a waiting period in the policy that would preclude a new Committee Member from voting on an issue that was under discussion prior to that person becoming a Committee Member. Bob suggested that person should voluntarily abstain from voting until familiar with the issue(s) under consideration.

- c. SOP 2-100 (ensure entire standard is not re-opened to address a single specific issue).

It was agreed a restriction is needed so those sections of the standard that have not been changed do not have to be presented for vote.

In other business, Bob welcomed Mitzi as the new PT chair, and said he has asked Jerry and the Board of Directors to acknowledge the outstanding job Kirstin did as chair.

The meeting was adjourned at 2:20 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 (cancelled)
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>
7	3/12/11	Bob to communicate with Eric Smith and Jerry Parr regarding WET FoPTs	Bob	complete
8	4/14/11	Bob will submit committee charters for posting on the website	Bob	ongoing
9	4/14/11	Bob will send SOP 2-101, Rev 1.1 to the Policy Committee	Bob	complete
10	4/14/11	Field Activities and SSAS Committees need to clarify their interest groups	Marlene/Maria	Issue presented to Board of Directors
11	4/14/11	The Policy Committee will be asked if there should be a prescribed format for stds. writing	Bob	complete
12	6/9/11	It will be checked whether an entire standard module needs to be presented as a WDS	Ken	ongoing
13	6/9/11	Short articles will be sent to Bob on the PT and QS WDS's for the Newsletter	Silky and Kirstin	complete
14	6/9/11	All standards should be reviewed for the consistent use of "notes" as guidance only	All Expert Committee Chairs	10/13/11
15	7/14/11	A guidance document for the format and style of standards will be prepared.	Jane	CSDP task force formed
16	7/14/11	The use of the prepared checklist will be discussed with the Policy Committee	Bob	10/13/11
17	9/22/11	The TNI Executive Committee will be notified that the CSD-EC has approved the merger of AB and OSA	Bob	10/13/11
18	9/22/11	Committee chairs will post summaries of changes in their WDS on the website, and will send a copy to Lynn Bradley for the AB Council	Silky and Mitzi	On-going
19	9/22/11	Standards will be reviewed for appropriate use of "Notes"	Chairs	10/13/11
20	9/22/11	A working group will commissioned to prepare an SOP for development and maintenance of standards	Bob	TBD
21	9/22/11	The policy comm. will be notified of the requirements for circulation of checklists with ISO language	Bob	10/13/11

Consensus Standard Development Executive Committee  
Conference Call  
September 22, 2011; 1:00 PM EDT  
1-218-936- 4700; code 822174#  
AGENDA

2. Roll Call
3. Review and approval of August minutes
4. Status of consolidation of On-Site Assessment and Accreditation Body Expert Committees
  - a. Actions required to be taken
5. CSDP communication commitment
  - a. Reminder to Committee Chairs to post summary of changes on the TNI website.
6. Clarification on Notes
  - a. Verification by Expert Committee chairs regarding ISO compliance
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. EMMEC language replacement into QS
9. Guidance Document for Development and Maintenance of Standards regarding structure, formatting and Style.
  - a. Establish a working group Business
10. New Business
  - a. Request from Policy Committee to address the issue of availability of checklists.
    - i. On-Site Assessment Standard (review of current language)
  - b. SOP 2-101 (revision reportedly does not have a requirement for member approval prior to voting)
  - c. SOP 2-100 (ensure entire standard is not re-opened to address a single specific issue)