

**SUMMARY OF THE  
TNI CONSENSUS STANDARDS DEVELOPMENT PROGRAM  
EXECUTIVE COMMITTEE MEETING  
DECEMBER 9, 2010**

The Executive Committee held a meeting on Thursday December 9, 2010, 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	present
Ken Jackson, At Large Member	present
JoAnn Boyd, At Large Member	absent
Joe Aiello, Accreditation Body (Lynn Bradley as proxy)	present
Maria Friedman, Stationary Source Audit Sample	present
Marlene Moore, Field Activities	present
Kirstin McCracken, Proficiency Testing	absent
Jane Wilson, TNI Staff	present

Agenda Item 2 – Review and approval of November meeting minutes

Ken requested a clarification of his comment regarding accreditation of mobile laboratories (top of p. 5). The last sentence was revised to read:

“Ken noted the existing TNI and NELAC laboratory standards require a technical director on site for a mobile lab.”

Ken moved to accept the minutes as amended and Silky seconded. All were in favor with the exception of Lynn, who abstained since she wasn’t present for the call.

Agenda Item 3 – Charter Renewals

Bob announced he will send an email to the Expert Committee chairs with a reminder to renew committee charters. Jane has last year’s charters and can supply as needed for updating. Bob asked that they be updated in time for review at the next CSD EC meeting on January 13th.

Agenda Item 4 – Standard Interpretation Requests (SIR)

Bob also asked for SIR update information from those committee chairs who have not responded to date. Silky noted QS is still trying to catch up on all of the old ones assigned to her committee.

Some are being sent back for additional clarification or re-wording. She will provide an update to Bob within the next couple weeks. Marlene noted her committee has three SIRs under review, but the FAC SIRs are not going through review by LAS EC. One is complete and has been approved by the NEFAP board and two more will be completed in the near future.

#### Agenda Item 5 – Environmental Measurement Methods Expert Committee

Bob noted that some CSD EC members have not responded to the request for email vote on formation of the new expert committee. Maria indicated she will change her vote to a yes and will confirm via email. With Maria's vote the 2/3 approval requirement for formation of a new expert committee is met.

Ken noted that the lack of attendance and response by some CSD EC members has caused some problems with conducting business in a timely fashion. Bob acknowledged the issue and noted that he will follow up with members that have been absent regularly. Ken noted that expert committee chairs can send an alternate if they are unable to attend.

Bob noted the CSD EC doesn't have a meeting on the Savannah schedule as of yet. If everyone is supportive, a meeting can be scheduled. The members present were supportive of a working lunch meeting. Jane will contact Jerry to request a lunch meeting on Wednesday, February 2nd.

#### Agenda Item 6 – Expert Committee Reports

- Proficiency Testing

No report available.

- Quality Systems

Silky announced the Voting Draft Standards (VDS) have been posted on the TNI site and an email was sent out to the membership with the voting process. QS plans to discuss the comments in Savannah. She hasn't seen any specific comments to date. She added her committee is starting to look at new SIRs from June/Ilona – some are confusing. QS was also asked to do a review on the QMP template and checklist, which have kept the committee very busy. The QMP template review should be done by end of the month and then the committee will move to the checklist, which needs some work.

- On-Site Assessment

No report available.

- Stationary Source Audit Sample

Maria reported the TIAs were approved by the committee as recommended by CSD EC during its last meeting. The TIAs were posted on the TNI site and the last day for public comments is Dec. 12<sup>th</sup>. She noted there are also corrections to SSAS table for compliance to the new EPA rules, and she is planning to submit a package of the TNI SSAS program to EPA before the end

of year. Bob suggested a review of the TIAs during the Savannah meeting as part of the SSAS session agenda.

- Field Activities

Marlene reported her committee is working on SIRs and will hope to complete two during the next meeting. They expect to receive more SIRs as the standards are implemented.

Applications for accrediting bodies must be received by January. The committee is also doing advocacy through conference presentations, etc. to communicate what is going on. Marlene noted the committee is starting a table for tracking needed standards updates to start the standards revision process. She anticipates having a Working Draft Standard for the TNI summer meeting. The committee will discuss this in Savannah. Also editorial revisions to the existing FSMO standards have been completed and they are undergoing reformatting to get posted on the TNI site.

- Accreditation Body

Lynn reported the LAB committee does not have much current activity after the evaluation documents were approved. Bob asked Lynn about activity on the QMP. Jerry was going to send an email to committee chairs asking for review, which does not appear to have been done yet. Bob will follow up with Jerry on that topic.

- Environmental Measurement Methods

Ken Jackson reported the EMM steering committee has had two calls so far. A draft charter is starting to be developed and they have discussed the general approach to be taken. The objective is to develop measurement tools for LOD, LOQ and calibration. The general approach to be taken will be to build on what was developed by the federal advisory committee. They have also looked at applications for membership. Balance of the committee an issue to be addressed, as they need ABs to apply. Ken has asked Dan Dickinson of NY to apply. He will have to resign from the AB committee to participate. This would result in a committee of 4 labs, 3 others, and 1 AB. They are also trying to recruit an EPA person. Jan 7<sup>th</sup> is the first conference call for the committee.

Ken noted that he is now a TNI staff person and he will likely take over for Jane when NSF's EPA funding is completed. Bob noted the committee should consider other potential at-large members. Jane noted that she could apply to be at large member when she is no longer TNI staff (approximately March 2011). Bob will ask JoAnn about her continued ability to participate. Jane will follow up with Jerry on applying for the committee.

#### Agenda Item 7 – Old Business

No old business was discussed.

#### Agenda Item 8 – New Business

No new business was discussed.

**Next meeting January 13, 2011.**

**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	10/14/10
3	9/9/10	Communicate to Expert Committee chairs regarding several issues covered in Sept 9 meeting	Bob	10/14/10

Consensus Standard Development Executive Committee  
Conference Call  
December 9, 2010; 1:00 PM ET  
1-212-936-4700; code 822174#  
AGENDA

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