

SUMMARY OF THE  
**TNI CONSENSUS STANDARDS DEVELOPMENT (CSD) BOARD MEETING**  
**MARCH 20, 2008**

The Board held a meeting via teleconference on Thursday March 20, 2008, at 1:00 pm EST. Chair Ken Jackson led the meeting.

**Agenda item 1 – Review and approve January 17, 2008 Newport Beach meeting summary**

While the Newport Beach meeting was not the usual CSDB format, it was decided by the group that the meeting summary should be approved as usual. Some editorial suggestions were provided and the Board approved the summary as amended unanimously. It was suggested if time permits, the taxonomy proposal be discussed at the end of the agenda, or be placed on the agenda for the next CSDB call.

**Agenda item 2 – Circulation of draft Committee minutes**

A question has been raised in the Proficiency Testing (PT) committee about circulation of draft meeting minutes – should they be provided to associate members who participated on a call and/or any other members not participating in a call. PT has been criticized for not circulating draft meeting summaries to non-participants. The reasoning has been that if you didn't participate in the meeting, you can't critique the summary. There is also the additional concern about unintended circulation of non-final minutes prior to approval by the voting members of the committee. Some Chairs have been distributing minutes to all teleconference participants, regardless of whether they are a voting or associate member. It was noted that by definition all TNI members are "associate" members of all Expert Committees, and there is a distinction for those who are "registered" associates that have notified the Chair that they wish to actively participate in the committee's business. Kirsten talked about the text that she has provided when distributing draft meeting summaries. Only those members voting on the summaries should be reviewing the draft summaries.

Ken noted the committee operations procedures exist and there is a need to make the procedures very clear regarding this issue. Denise suggested that the practice should be to send to all voting committee members, but leave it to the chair's discretion for distribution to associates or others in attendance.

Ken suggested the committee operations procedures be modified to move this ahead. Ken will try to get agreement via email to submit to Alfredo's committee.

**Agenda item 3 – Implementation of the new TNI decision-making policy**

Ken reviewed relevant portions of SOP 1-101 Operations of TNI Committees and Program Boards and SOP 1-102 Decision-Making Rules for TNI Committees and Program Boards. SOP 1-101 does not apply to Expert Committee operations, but does

apply to CSDB operations. Some of the key items for CSDB are item 5.0 Openness, 9.0 Program Board Membership, 10.0 Program Board Leadership and 12.0 Meetings, which is similar to the Expert Committee operations policies.

As noted in the SOP, there is a need for CSDB to elect a new Chair for 2008. Dave nominated Ken to continue as Chair, and JoAnn provided a second – all were in favor.

The SOP 1-102 on decision making was presented by Alfredo Sotomayor in Newport Beach. The CSDB needs to review the types of decision it makes and to document how they are going to be made in compliance with the SOP. Denise reviewed how her committee has handled implementation of the SOP and will send to group for review. An additional decision for the CSDB is the on forming a new Expert Committee. Denise will distribute her committee's documentation for discussion at the next CSDB meeting in April. The Board also discussed how it might use the enthusiastic support option. It likely would not be for routine committee decision-making, but may be appropriate at a face-to-face meeting to gauge audience support of an issue.

#### **Agenda item 4 – Uniformity of Standards Committee (USC) Report and Publication of TNI Standards**

Following the Newport Beach Forum, the Uniformity of Standards Committee was reassembled to review all the final standard modules for editorial consistency. The USC submitted their report to Ken at the end of February. Ken and Jane have reviewed the USC report and determined which recommendations are editorial, and which will be sent to the Expert Committees for consideration during the next revision cycle. Paul also noted that some of the comments are issues that have already been responded to by the responsible Expert Committee.

Jane is making the editorial changes and will send to Ken for final review by early next week (March 24<sup>th</sup>). The edits and report will be circulated by Ken to the Expert Committees to confirm editorial changes and note proposed changes for next revision cycle. The Expert Committees may need more than 1 week to complete their review.

After all the editorial changes have been accepted, the final versions will be sent to the Laboratory Accreditation System Committee for review and will be published on the TNI website for a 30 day appeal period.

#### **Agenda item 5 – Brief Committee Reports**

**Proficiency Testing** – Kirsten noted that the committee has had three meetings in 2008. The focus has been review and categorization of “hold for next revision” comments submitted during the last ballot period. Curtis Wood is working on a proposal regarding experimental PTs for PT Board review. A small group is summarizing comments regarding PT frequency. Other comments relate to proposed changes to scope and function of the PT standards area. The committee has not formally opened the standards

for revision at this point and is also working on updating their charter and documenting its decision making process.

The key topic for discussion at the summer meeting will be the PT frequency issue. ELAB is trying to coordinate the different efforts underway on PT frequency to present back to EPA for consideration. The output of the various efforts will be formalized into the PT committee process.

**On-site Assessment** – Denise reported the committee is working on the technical course criteria and examination guidance. They are also reviewing results from comments submitted through the TNI website. Surveys have been posted for labs and assessors. Jerry will email assessors and lab directors to publicize the survey. Basic assessor training will be discussed in the upcoming committee meeting.

**Quality Systems** – Paul reported that the committee is working on guidance documents for implementation of the new quality systems modules. They received a request to update the old Chapter 5 checklist for the new standard but are not sure how to deal with ISO language. Ken noted this should not be a problem since labs will have to obtain a copy of ISO 17025 anyway. It was asked whether particular guidance for small labs had been developed yet. The Quality Systems committee should touch base with the Technical Assistance committee on this issue.

**Accreditation Body** – Jeff reported that the committee has reviewed and confirmed its charter. It reviewed whether there are any outstanding NELAC chapter 6 items to be addressed. The committee has no further business right now.

**Field Activities** – Dave reported that the FAC accreditation process policy will be presented to the TNI board at its next meeting, and then to the NELAP Board. Work in 2008 has focused on collaboration with the Advocacy committee to promote the FSMO standards and engage potential users. A volunteer has been identified to take over as Chair and new committee applicants are under review.

The proposed Taxonomy project will be on the next CSDB agenda.

#### **BOARD MEMBERS PRESENT:**

Ken Jackson (Chair); Jeff Flowers (Accreditation Body); Denise Rice (On-site Assessment); Paul Junio (Quality Systems); Kirsten McCracken (Proficiency Testing); David Speis (Field Sampling); JoAnn Boyd (At-large); Jane Wilson (Program Administrator)

**2008 Meeting Schedule**

1:00 pm ET to 2:30 pm ET

January 17 (Newport Beach)	July 10
February 7 (canceled)	August 14 (Washington DC)
March 13 – changed to March 20	September 11
April 10	October 9
May 8	November 13
June 12	December 11

**LIST OF ACTION ITEMS**

<b>Item No.</b>	<b>Date Proposed</b>	<b>Action</b>	<b>To be Completed By</b>	<b>Date Completed</b>
1	3/20/2008	Add taxonomy proposal to next CSDB agenda	Jane/Ken	
2	3/20/2008	Work with Policy committee to address circulation of draft committee minutes	Ken	
3	3/20/2008	Circulate OSA decision making rules to CSDB	Denise	
4	3/20/2008	Complete editorial revisions to TNI modules	Jane	
5	3/20/2008	Circulate USC report and modified modules to Expert Committees for review	Ken	

**-DRAFT-**  
**TNI Consensus Standards Development Board Conference Call**  
03/20/08, 1:00 pm – 2:25 pm ET, Call-in: # 1-218-936-1600, 288414

**AGENDA**

1. Review and approve January 17, 2008 meeting summary
2. Circulation of draft Committee minutes
3. Implementation of the new TNI decision-making policy
4. Uniformity of Standards Committee Report
5. Publication of TNI standards
6. Brief Committee Reports
7. Other business