

Summary of Policy Committee Meeting
April 6, 2010

1. Roll Call

Alfredo Sotomayor, Committee Chair, called the meeting to order at 1:00 PM CDT on April 6, 2010. Attendance is recorded in Attachment 1.

2. Program Updates

Steve Stubbs reported that the NELAP board is working a response to the memo received from the TNI board outlining concerns with the QAO report and forwarding concerns expressed by EPA.

Gary Dechant reported that the PT Board is revising some of their SOPs and will be done by June or July.

John Moorman reported that the NEFAP is fast tracking their SOPs in order to get their program off the ground as soon as possible. Alfredo stated that he had visited with Marlene Moore and she indicated that NEFAP wants to have a different structure from NELAP for the time being. That is, no separate accreditation council as proposed for NELAP in the new organizational structure. Since some of the NEFAP Abs will not be government entities, they want to try a different structure.

3. POL 1-106: Use and Ownership of TNI Developed Materials

Alfredo presented this Policy for final consideration. A suggestion was made to change the language in the last sentence under 3.0 to say "The TNI Finance Committee shall determine the price of materials that are offered for sale, including but not limited to standards, presentations, guidance documents, templates etc"

Gary Dechant moved that this Policy be approved with the suggested change. Steve Stubbs seconded. All present voted in favor.

4. POL 1-107: Code of Ethics for TNI Members

Alfredo reviewed the Policy and asked for comments. It was suggested that "confidential and/or protected" might need to be defined. The accepted terminology for this type of Policy may be "privileged and confidential". We may need a procedure on how to classify as "confidential". It was determined to leave as is.

Also, is there an appeals process for suspension or termination of a membership? Jerry stated that the TNI Bylaws in Sect.7 Article 3 provides for an appeal to the Board.

Susan Wyatt moved to approve the Policy with the changes as indicated on the copy provided. Gary Dechant seconded. All present voted in favor.

This Policy and the previous one will be placed on the TNI Board agenda for approval at their next meeting. The TNI Code of Ethics will be communicated to Committee chairs at the time of approval and will be outlined in the next TNI newsletter.

5. SOP 1-105: process for Creating Guidance

Alfredo presented this SOP and stated that it was a companion to the policy on Use and Ownership of TNI Developed Materials. It is not yet in the SOP template and Alfredo asked Carol to do that.

Steve Stubbs made a motion to approve this SOP. John Applewhite seconded. All present voted in favor.

6. NEFAP

Alfredo presented the SOPs from NEFAP for approval. He stated that the SOPs would not be voted on today, but were up for discussion. John Moorman stated that these SOPs were modeled after NELAP SOPs, but that there are differences between labs and FSMO's that called for separate SOPs and policies.

SOP 10-101 General Operations: No clarifications requested.

SOP 10-102 Voting: No clarification or discussion.

SOP 10-103 Nominations: Two foundation documents were used to develop this SOP, the NELAP Board and the TNI Board. Does the composition of the NEFAP Board get buried in the SOP? John thinks the information is in other places like the Governance Document.

NEFAP is finishing up SOP 10-104: Dispute Resolution now.

Alfredo stated that he would give the committee time to review these and schedule them for vote at the next meeting.

7. Complaint Resolution and Bylaws

Jerry presented the proposed changes to the TNI bylaws which the changes required by the new organization as well as clean up. Jerry indicated that approval of these changes was the TNI board's responsibility not the Policy committee. The bylaws need to be approved by the TNI Board in May, so that the membership can vote in June. Most of the changes are in Article VI Sect. 1 and 2. Most significantly the NELAP Accreditation council has been added.

Alfredo presented some background on the complaint grid and the policy committee's role in developing a global complaint resolution SOP. He explained that the grid to help determine the significant elements of the SOP. Discussion began on item 21 of the grid, "Can exist in parallel with other complaint process". Committee members agreed, but asked what is the hierarchy if more than one process is ongoing? If two processes are ongoing, two different outcomes may occur. The word "parallel" might be better stated as "in conjunction with". The committee will take up numbers 22 and 23 next time.

8. Other and next steps

Alfredo stated that in the future, meeting minutes will be circulated for comment but not discussed at the meeting. If any changes or additions are needed, it will be done by email.

Alfredo will forward the approved SOPs to the TNI Board for action. The committee will continue work on the complaint SOP.

9. Next meeting

The next meeting will be April 15, 2010, at 1:00 pm CDT. Potential agenda items include:

Complaint Resolution Grid and SOP
NEFAP SOPs

Regular meetings will be the first Tuesday and third Thursday of each month.

Table 1 Attendance

Name	Representing	Present
Alfredo Sotomayor	TNI Board	X
Bob Wyeth	At Large, CSD Board	Absent
Gary Dechant	PT	X
John Applewhite	Technical Assistance	X
Jo Ann Boyd	LASC	X
Silky Labie	CSD	Absent
Jerry Parr	Ex Officio	X
Steve Stubbs	NELAP Board	X
Susan Wyatt	Advocacy	X
Mei Beth Shepherd	Associate	X
John Moorman	NEFAP	X
Carol Batterton	TNI, Staff	X