

**TNI Policy Committee Meeting Summary
Friday April 3, 2015**

1. Welcome, Roll Call and Announcements

The meeting was called to order by the Chair at 11 am Eastern. Attendance is recorded in Attachment 1. Alfredo noted that any changes to the previous meeting's minutes should be requested within a week. Lynn will revise the March 20 minutes to reflect that the committee endorsed returning comments on SOP 2-100 so that Bob could get revisions made quickly.

2. Review of Revised Standards Development SOP 2-100

Bob was able to make the minor modifications to this SOP that were requested during the previous Policy Committee meeting. Participants were satisfied that all comments were suitably address, and then endorsed forwarding this SOP to the TNI Board. Once the Board signifies its approval, the revised SOP 2-100 will be submitted as the final corrective action of ANSI's 2014-2015 audit of TNI's Consensus Standards Development process.

3. New NEFAP Representative to Policy Committee

NEFAP has identified Calista Daigle as the person to represent NEFAP on Policy Committee. Acceptance of her nomination requires a quorum of Policy Committee, which was not available for this meeting, The nomination will carry forward to the April 17 meeting, as the first item on the agenda, and the Chair recommends that Calista be invited to join the meeting a little bit late, so that she is not present during the voting on her nomination. Ilona will also participate in that meeting.

4. Review of NEFAP SIR SOP 5-106

This is the last of the several NEFAP SOPs awaiting review by Policy Committee. Ilona explained that it has undergone major changes since it was previously reviewed in early 2014. Ilona advised that there have been four Standards Interpretation Requests (SIRs) submitted about their standard, thus far, plus one submission that was not a SIR.

Comments from the participants are noted below; all are minor and editorial in nature.

General – remove the numerical program designator list from the top box on the title page and fix the page numbering so that only one instance of a page number occurs on each page.

§3 – add second of the pair of quotation marks

§5.1.1.5 – remove the duplicate period at sentence end

§5.2.4 – remove extra space before the first comma

§5.2.6.4 – remove the duplicate period

§5.4 – remove the apostrophe in the plural ABs.

Approval of this SOP awaits a quorum for voting, and will be carried forward to the next meeting.

In the time remaining, and without a quorum, Alfredo did not want to begin review of the Quality Management Plan, so that is deferred until the April 17 meeting. Participants did discuss the suggestion by a Board member that TNI consider revising the document into a format such as is used for EPA's Quality Management Plans, but there was no sentiment to undertake that revision. TNI does not use primary environmental data in any way (although the individual organizations within its programs do so).

5. Next Meeting

Policy Committee will meet again on Friday, April 17, 2015, at 11 am Eastern. Documents and teleconference information and an agenda will be circulated in advance of the meeting. Unless another priority arises, our next task is reviewing the draft final TNI Quality Management Plan.

Action Items are included in Attachment B and Attachment C includes a listing of reminders.

Attachment A

Name/Affiliation	Representing	Present
Alfredo Sotomayor, Chair Wisconsin Dept. of Natural Resources, Madison, WI asotomayor@mmsd.com	TNI Board	Yes
JoAnn Boyd Southwest Research Institute, San Antonio, TX jboyd@swri.org	Lab and FSMO	No
Lynn Boysen MN ELAP Lynn.Boysen@state.mn.us	NELAP AC	No
Silky Labie, Vice Chair Env. Lab. Consulting & Technology, LLC Tallahassee, FL elcatllc@centurylink.net		No
Kim Watson kwatson@stone-env.com and/or Ilona Taunton Ilona.taunton@nelac-institute.org	NEFAP Executive Committee Temporary stand-ins until a suitable and willing committee member can be identified	Ilona
Mei Beth Shepherd mbshep@sheptechserv.com		No
Eric Smith ALS eric.smith@alsglobal.com	PTP Executive Committee	Yes
Bob Wyeth Retired rfwyeth@yahoo.com	CSD Executive Committee	No
Jerry Parr (ex-officio) Executive Director, TNI Jerry.Parr@nelac-institute.org		Yes
Lynn Bradley, Program Administrator The NELAC Institute (Staunton, VA) lynn.bradley@nelac-institute.org		Yes

Attachment B

Action Items – TNI Policy Committee

	Action Item	Who	Expected Completion	Comments/ Completion
60	Send request for review of POL 5-100 to NEFAP EC	Alfredo	April 2014	?
73	Complete and transmit to PTPEC Chair a package of Policy Committee Review Forms for SOP 4-102, 4-105 and 4-107, accompanied by a note that review of the PTPEC Evaluation SOP 4-104 will be postponed pending its revision after V3&V4 of the TNI ELSS standard is completed	Alfredo	November 2014	Materials sent to AST at his new email for processing
78	Revise SOP 2-100 per committee comments and request re-vote by CSDEC	Bob	March 30	April 3, 2015 Revised SOP 2-100 reviewed and recommended for presenting to TNI Board for April meeting
79	Compile comments on all reviewed NEFAP SOPs and send to Alfredo for transmission to NEFAP Chair	Lynn	Mid-April	

Attachment C

Backburner / Reminders – TNI Policy Committee

	Item	Meeting Reference	Comments
1.	Look into need to include something about review schedule in all SOPs.	3/20/12	
2	Include mention of abstentions in SOP 1-102 revision (or elsewhere,) to ensure that intentional choice of appropriate wording is made in committee decision making choices	10/5/12	
3	In SOP 1-101, "Committee Operations," or else SOP 1-102, "Decision Making..." some mention of "default" decision making rules would be beneficial, since most committees do not have documentation of their decision processes.	10/22/12	SOP 1-102 discusses various options and situations where one might work better than others, but SOP 1-101 refers to 1-102 as if it sets a default.
6	New Committee Charter format should include listing for Executive Director as ex officio member for all committees (per Bylaws.)	9/20/13	Charter format to be upgraded to address committee annual budgets later this year
7	Next revision of Pol 1-122 include addition of a sentence addressing the possibility of additional stakeholder categories.	2/21/14	Committees may add an additional stakeholder category with approval of TNI Board
8	When the CSD PEC charter is next updated, it should clarify which committees have added stakeholder categories and note that Board approval is required and was obtained for including those additional representatives in the committee(s.)	2/21/14	
9	Revise SOP 1-100 (SOP on SOPs) to address use of bullets and alternative numbering systems	9/5/14	
10	Revise Guidance SOP 1-105 to note that a new approval request is required for updates to existing guidance products	10/3/14	
11	Create SOP for document review of Policy committee documents (which will automatically require Board review)	10/17/14	Grew out of streamlining the approval process for SOPs and Policies
12	Revise how TNI refers to its own training courses, prepared and presented to train individuals for the accreditation and peer review (evaluation) processes. Typically, these are courses required in order to perform a specific function, yet are not referred to as a credential, per se, but are designed and presented under contract to TNI and thus implicitly endorsed by	1/23/15	From discussion about language used in SOP 5-101 (TNI-recognized training) versus usage elsewhere as just "TNI training" (e.g., NELAP Evaluation SOP 3-102)

	the organization.		