

**TNI Policy Committee Meeting Summary
Friday January 17, 2014**

1. Welcome, Roll Call and Announcements

The meeting was called to order by Alfredo at 11 am Eastern. He noted that minutes of the December 6, 2013, meeting were distributed, and any comments should be provided within a week. Attendance is recorded in Attachment 1.

2. Review and Approval of Procedures Governing Standards Development SOP 2-100

This document was addressed previously, but placed “on hold” pending reconsideration of how to address the interactions with other committees. Conversations within Policy Committee that included the Chair of Laboratory Accreditation Systems Executive Committee as well as within the Consensus Standards Development Executive Committee determined that this SOP is best left as is, and that other committees may create SOPs defining their roles and interactions, as appropriate. If there is a need to create some additional CSD PEC document, the CSD recommends that it should be guidance rather than a procedure, and then only if the LAS PEC’s new procedure (in development) does not fully address the remaining issues.

With that settled, Mei Beth moved and John seconded a motion for the Policy Committee to approve the SOP for presentation to the TNI Board of Directors at its February 12 meeting. Approval was unanimous.

3. Continuing Review of NELAP Evaluation SOP 3-102

Review continues, beginning with §5.4.

§5.4 – Second item of “additional responsibilities” should be separated into two issues, to clarify that a formal report on consistency issues is not required for each evaluation but only when they occur.

§5.5.2 – revisit need for explicitly addressing conflicts of interest that appear during the evaluation here if committee thinks §6.16 is inadequate for that possibility.

§6.3.2 – add language about requesting extension to submit application after receipt of renewal letter (since that option is addressed in the letter itself.)

Review will begin with §6.4 at the next session.

4. Next Meeting

Policy Committee will meet again on Friday February 7, 2014, at 11 am Eastern. Teleconference information and an agenda will be circulated in advance of the meeting.

Review of SOP 3-102 NELAP Evaluation will resume. Several additional items have been completed by other committees in recent months, so that committee leadership will need to again prioritize the review order for all documents awaiting full review.

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 alfredo.sotomayor@Wisconsin.gov	TNI Board	Yes
JoAnn Boyd Southwest Research Institute, San Antonio, TX jboyd@swri.org	Lab and FSMO	Yes
Patrick Brumfield Sigma-Aldrich RTC, Laramie, WY patrick.brumfield@sial.com	PT Executive Committee	No
Silky Labie Env. Lab. Consulting & Technology, LLC Tallahassee, FL elcatllc@centurylink.net		Yes
John Moorman South Florida Water Management District West Palm Beach, FL jmoorma@sfwmd.gov	NEFAP Executive Committee	Yes
Mei Beth Shepherd mbshep@sheptechserv.com		Yes
Susan Wyatt, Vice Chair Minnesota DOH, St. Paul, MN susan.wyatt@state.mn.us	NELAP AC	No
Bob Wyeth Retired rfwyeth@yahoo.com	CSD Executive Committee	Yes
Jerry Parr (ex-officio) Executive Director, TNI Jerry.Parr@nelac-institute.org		No
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
34	Review NELAC chapter 6 for needed policies and SOPs, applicable to the AC	Susan	3/15/13	Pending with AC – initial discussions occurred October 7
48	Review SOPs 1-101 and 2-101 for possible edits to assign responsibility to chairs for addressing committee member changes in stakeholder categories	Alfredo	6/5/13	Hold until stakeholder category revisions to Bylaws are completed
51	Continue review of NEFAP SIR SOP	Full committee to take up at future business meeting	Deferred until after Bylaws revision	
58	(placeholder)			

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