

TNI Policy Committee Meeting Summary Friday, March 1, 2013

1. Welcome, Roll Call and Announcements

The meeting was called to order by the Chair at 11 am Eastern. Attendance is recorded in Appendix A. Alfredo asked members to be sure and review the minutes of the February 15 meeting and provide any comments within one week.

2. Continued Review of Draft Revisions to SOP 1-101, "Operations of TNI Committees"

A revised draft from our previous meeting plus additional comments from Alfredo were reviewed. Revisions agreed upon by participants included:

- A definition of "executive committee" is needed.
- In section 7.2.6, we need to avoid the impression that there "must" be 15 committee members.
- Section 7.5 should be retained.
- Section 7.6 should be retained with edits as noted, since its deletion was an error.
- "Register" is not the correct word for Associate Members; wording should be revised.
- A second section for the "no proxies" sentence is needed in 7.7.

Mei Beth moved and Silkie seconded that the revised draft of SOP 1-101 be approved; all present voted "yes." This revised version will be circulated to all impacted committee chairs with a 2-week turnaround, and final approval requested at the April 10, 2013, Board meeting unless committee chairs object.

3. Continued Review of Provisional Recognition SOP 3-108, "Issuance of Provisional Recognition of Accreditation Bodies According to the TNI Standard"

Susan's analysis of Chapter 6 of the 2003 NELAC Standard to identify any other items not addressed in current NELAP policies or SOPs was not yet complete, but review continued since this Provisional Recognition (PR) status may be needed in the near future. (NOTE: the NELAP Accreditation Council is aware of Susan's work.) Sections 3 and 4 of this SOP were considered, with discussion that the reason for needing PR status as affecting the "integrity of the accreditation program" was inadequate, but that specific conditions should be set forth. Lynn noted that any punitive action towards a NELAP Accreditation Body is considered not to affect the state, which may continue accrediting labs for its own needs, but rather would negatively impact the accredited laboratories, instead.

Review of this SOP will resume with Section 5.0, at the March 15 meeting.

4. Action Items

See Attachment B.

5. Next Meeting

The next meeting of the Policy Committee will be March 15, 2013, at 11 am Eastern. Review of the Provisional Recognition SOP will continue, review of the Field of Proficiency Testing SOP will begin (SOP 4-107,) and review of the TNI Policy on Travel may begin, depending on progress. Following those, the CEU SOP and the NEFAP items await future meetings.

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

The meeting was adjourned at 12:25 pm Eastern.

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	no
Patrick Brumfield Sigma-Aldrich RTC, Laramie, WY patrick.brumfield@sial.com	PT Executive Committee	Yes
Gary Dechant Analytical Quality Associates, Inc. Grand Junction, CO gldechant@aol.com		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	TAC	Yes
Susan Wyatt, Vice Chair Minnesota DOH, St. Paul, MN susan.wyatt@state.mn.us	NELAP AC	Yes
Bob Wyeth Pace Analytical Services, Inc., West Seneca, NY bob.wyeth@pacelabs.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
Guest: none		

Attachment B

Action Items – TNI Policy Committee

	Action Item	Who	Expected Completion	Comments/ Completion
31	Procure the ANSI standard about continuing education credits; review and summarize, consider how best to revise draft SOP on CEUs to reflect TNI's desire to conform with the ANSI standard	Jerry	For 12/7/12 meeting	To be scheduled Feb/March timeframe
32	SOP 1-118 is ready for forwarding to TNI Board	Jerry	2/14/13	Approved by Board, 2/13/13
33	Prepare revised draft of SOP 1-101, Committee Operations, with exceptions table.	Lynn	2/15/13 meeting, and again for 3/1/13 meeting	3/17/13
34	Review NELAC chapter 6 for needed policies and SOPs, applicable to the AC	Susan	3/15/13	
35	Revise draft of SOP 1-101 for AST to circulate to committee chairs	Lynn	3/3/13	3/2/13
36	Circulate approved draft of SOP 1-101 to impacted committee chairs	Alfredo	ASAP	
37				

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.
4	Committee members are never permitted to delegate their votes to a proxy. This needs to be captured somewhere.	2/1/13	Sometimes committee members will send a coworker in their stead; that person may participate as an associate member but does NOT have voting privileges. TO BE INCLUDED IN DRAFT SOP 1-101 PER 2/15/13 MEETING. DONE
5	Currently there are no exceptions to the limit of two 3-year terms of committee membership. Need to determine whether a waiver process for extending terms in special cases should be established	2/1/13	TO BE INCLUDED IN DRAFT SOP 1-101 PER 2/15/13 MEETING. DONE.