

**TNI Policy Committee Meeting Summary
Friday October 3, 2014**

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. In the absence of comments, minutes from September 5 and 19 are considered approved.

2. LAS EC Guidance Proposal

After speaking with Alfredo during the previous week, Judy Morgan, Chair of the Laboratory Accreditation Systems Executive Committee (LAS EC or just LAS,) submitted a revised final proposal for developing guidance in the form of “clarifications,” for Standards Interpretation Request (SIR) submissions that are not legitimate interpretation requests but still seem deserving of an answer that can be used for implementing the standard by laboratories. The LAS objected strongly to the Policy Committee’s request to have all “clarifications” reviewed by an Expert Committee member, since that makes their development just as complicated as a full-fledged SIR, so LAS offered a counter-proposal to have an Accreditation Body (AB) not on LAS review the “clarification” prior to publication.

After extended discussion about the problems encountered from the Small Lab Handbook and the Quality Manual Template, and the purpose of the Guidance SOP and the implication of certain words in parenthesis on the template for requesting approval to develop guidance, the committee finally settled on referring to the LAS product as “implementation guidance.” With that change to the wording and the addition of the disclaimer (from the Guidance SOP), Bob moved to approve the LAS final proposal.

Apparently the Guidance SOP was developed after the Small Lab Handbook and Quality Manual Template were finalized, so there was no expert committee review of those products. Both are presently being revised, and we discussed ways to ensure that the updated versions will reach existing users of the documents as well as new purchasers. Hopefully, the number of past purchasers is small enough that all can be notified and provided with the updated documents to ensure that problems get resolved without confusion of versions.

We also noted that revisions and updates of approved guidance products should require a fresh approval, and that the Guidance SOP should be modified to address this. Bob pointed out that in the Consensus Standards Development Executive Committee (CSD EC) meetings, if a member mentions developing guidance in the expert committee represented, he does remind them to submit a proposal to Policy Committee. [NOTE: a new proposal is not being required for the Handbook or Template as discussed above. It is possible that Board review of the two documents may not be needed, after revisions are complete, since Alfredo hinted that a “streamlined approval process” for TNI documents is being developed for consideration.]

3. New Member

The committee is considering a potential new member to represent the PT Program Executive Committee, and Alfredo received his bio-sketch during this meeting, along with acknowledgement of his willingness to serve in that role. Alfredo will circulate the bio and ask for members to vote on accepting the candidate as a new member, immediately after the meeting.

Separately, a new committee member application was received in which the submitter named Policy Committee as one of three committees he’d be interested in serving on. Initially, staff had considered the possibility of associate membership in Policy Committee, but after discussion,

realized that all Policy Committee members are selected either to represent a particular program or Executive Committee or, for at-large members, for their breadth and depth of knowledge about the TNI organization and the environmental lab community. It is not a training ground for newcomers to learn TNI operations and ask questions, since our workload is pretty heavy. For this reason, Alfredo determined that the appendix of "exceptions" to the Committee Operations SOP 1-101 should receive a minor edit to note that "Associate Membership is not applicable" for Policy Committee, with full support of those members present.

3. Review of Additional PTPECSOPs

Since there will likely be a PTPEC representative at the next Policy Committee meeting, with the few minutes remaining, all agreed to defer review of the SOPs until the next meeting.

4. Next Meeting

Policy Committee will meet again on Friday, October 17, 2014, at 11 am Eastern. Teleconference information and an agenda will be circulated in advance of the meeting. We will continue reviewing the rest of the PTPEC's SOPs that were distributed for the September 19 meeting.

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	No
Silky Labie, Vice Chair 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	No
Mei Beth Shepherd mbshep@sheptechserv.com		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	Summer 2014?	Pending
59	Prepare formal comments on SOP 5-106 for return to NEFAP EC, after John returns results of research into rationale for deferring SIR appeals to CSD PEC	John, then Lynn/Alfredo	April 2014	Decision to send comments w/o input
60	Send request for review of POL 5-100 to NEFAP EC	Alfredo	April 2014	
63	Prepare formal comments on SOP 5-103 for return to NEFAP EC, incorporating concerns about the permanent and elected membership dichotomy	Alfredo	May 2014	
69	Convey approval of 3 SOPs to NELAP	Lynn	September 2014	9/8/14 – however, Board approval still pending
70	Convey approval and requested edits of Guidance Proposal to LAS EC	Alfredo	October 2014	10/3/14
71	Modify Appendix to SOP 1-101 to indicate that associate members are not appropriate for Policy Committee, as a minor editorial change	Alfredo	October 2014	
72	Notify Ilona and Jerry that it would not be appropriate to offer associate membership to the new committee member application requesting Policy Committee	Lynn	October 2014	10/3/14

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	