

**TNI Policy Committee Meeting Summary  
Friday September 19, 2014**

**1. Welcome, Roll Call and Announcements**

The meeting was called to order by the Vice Chair, Silky Labie at 11 am Eastern. Attendance is recorded in Attachment 1. Consideration of minutes was deferred to the following meeting, due to the lack of a quorum.

**2. New Member**

A potential new member has been identified, to represent the PT Program Executive Committee, but information about that person's background and willingness to serve are not yet available. Hopefully, this will be available at the next meeting.

**3. PTPTE Dispute Resolution SOP 4-102**

This SOP has not been previously reviewed by Policy Committee. Committee comments are noted by section, below.

§1.0 – we noted that this procedure is limited in scope to apply only to complaints about Fields of Proficiency Testing (FoPT) tables and PT Provider Accreditor (PTPA) evaluation processes.

§1.1.1.3 – should this refer to the PTPA “recognition” process rather than “approval” process? Approval is the term defined in §4.0, but “recognition” is generally the term used for TNI's acceptance of Accreditation Bodies as qualified to evaluate either labs or FSMOs for accreditation.

§2.0 – handling of appeals should refer only to SOP 1-106, General Complaint Resolution Process, §11, rather than directing the TNI Board of Directors how to handle an appeal. This same reference should be made in §6.7 of this SOP, and then §7.0 omitted entirely.

§3.0 – add SOP 1-106 and also the FoPT SOP

§4.0 – ensure that all acronyms are addressed here

§5.1 – add the parenthetical phrase “including electronic means” after “...submitted in writing.

§5.2 – omit §5.2, 5.3 and 5.3.1, so that §5.3.2 becomes the new §5.2, and renumber from there. (NOTE: number references herein refer to un-renumbered document.)

§5.4 – agree that the subcommittee is the appropriate group to determine the validity of the complaint.

§5.5.2 – recommend editing for clarity, to read: “proposed resolution, if valid, including corrective action...”

§5.7 – has no text. Eliminate this.

§ 5.8 – remove the word “first” since there is no “second” mentioned. Should refer to the PTPEC Voting SOP 4-105, rather than the NELAP Voting SOP. Verify that desired voting processes for complaints are included in the PTPEC Voting SOP.

§5.8.1 – add “and the ability to file an appeal” to the end of this section.

§5.8.2.1 – this is not the appropriate place to introduce “split vote” concept. If needed, that should go into the PTPEC Voting SOP. Eliminate this section and merge §5.8.2.2 with §5.8.2.

§5.10 – revise to read that an appeal may be filed as defined in SOP 1-106.

§6.0 – omit “procedure” from the title. The word “Recognition” matches §1.1.1.3 – please revise §4.0 to use the word recognition, also.

§6.1, 6.5 and 6.5.1 – do you actually mean “reconsider” as written (which would seem to include a repeat evaluation – a costly solution) or is a decision to overturn the original decision more appropriate? And, if some process for reviewing the information from the already-completed evaluation is preferred, then ensure that this is explained and documented either here or in the PTPA Evaluation SOP 4-104. (NOTE: SOP 4-104 has not yet been reviewed.)

§6.3.1 – omit first sentence and merge the remainder with §6.3.

§6.5.2 – add “and the right to appeal” at the end.

§7.0 – omit as directed in the §2.0 comment.

§8.1 – revise to read “...relating to complaints, appeals and disputes, including those...” then omit §8.2 and 8.3.

§8.5 – revise to read “all records...are classified per SOP 1-104.”

§10.0 – update to include all documents included once the revision is complete.

We discussed how and when to send these comments to PTPEC. Those present recommend packaging all of the reviews of now-provisional PTPEC SOPs together, since this will also permit a comprehensive review of areas where cross-references occur, to ensure clarity in the final package.

#### **4. Next Meeting**

Policy Committee will meet again on Friday, October 3, 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 <a href="mailto:alfredo.sotomayor@Wisconsin.gov">alfredo.sotomayor@Wisconsin.gov</a>	TNI Board	No
JoAnn Boyd Southwest Research Institute, San Antonio, TX <a href="mailto:jboyd@swri.org">jboyd@swri.org</a>	Lab and FSMO	No
Silky Labie, Vice Chair Env. Lab. Consulting & Technology, LLC Tallahassee, FL <a href="mailto:elcatllc@centurylink.net">elcatllc@centurylink.net</a>		Yes
John Moorman South Florida Water Management District West Palm Beach, FL <a href="mailto:jmoorma@sfwmd.gov">jmoorma@sfwmd.gov</a>	NEFAP Executive Committee	No
Mei Beth Shepherd <a href="mailto:mbshep@sheptechserv.com">mbshep@sheptechserv.com</a>		Yes
Bob Wyeth Retired <a href="mailto:rfwyeth@yahoo.com">rfwyeth@yahoo.com</a>	CSD Executive Committee	No
Jerry Parr (ex-officio) Executive Director, TNI <a href="mailto:Jerry.Parr@nelac-institute.org">Jerry.Parr@nelac-institute.org</a>		Yes
Lynn Bradley, Program Administrator The NELAC Institute (Staunton, VA) <a href="mailto:lynn.bradley@nelac-institute.org">lynn.bradley@nelac-institute.org</a>		Yes

**Attachment B**

**Action Items – TNI Policy Committee**

	<b>Action Item</b>	<b>Who</b>	<b>Expected Completion</b>	<b>Comments/ Completion</b>
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	
66	Send formal comments on SOP 3-106 to LAS EC	Alfredo/Lynn	June 2014	Done
67	Send approval of guidance proposal to Advocacy Committee	Lynn	July 2014	7/20/14
68	Send additional comments to Bob, if any, about how to address “appropriate comments on a standard”	All	NLT August 2014	Time for commenting expires 8/29/14
69	Convey approval of 3 SOPs to NELAP	Lynn	September 2014	9/8/14
70				

**Attachment C**

**Backburner / Reminders – TNI Policy Committee**

	<b>Item</b>	<b>Meeting Reference</b>	<b>Comments</b>
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	