

**TNI Policy Committee Meeting Summary
Friday December 6, 2013**

1. Welcome, Roll Call and Announcements

The meeting was called to order by Alfredo at 11 am Eastern. He noted that minutes of the November 15 meeting were distributed, and any comments should be provided within a week. Attendance is recorded in Attachment 1. It was agreed to remove the highlighted question in those minutes, as being not relevant to the discussion.

2. Continuing Review of NELAP Evaluation SOP 3-102

Review continues, beginning after the definition of “mock audit.”

§4 – “temporary certificate” or “temporary extension” – participants desire to place a time limit on this issue, and will consider further when reviewing §6.15 of the document.

§5.2.1 – should reflect that at least one of the three qualifications must be met, and also to spell out “2.)

§5.2.2 – indicate the steps leading up to “recommending ET to AC,” possibly as sub-bullets.

§5.3.1 –first ¶ -- this is not a qualification but rather necessary knowledge; reword to so indicate.

third ¶ -- remove last sentence (about training.)

fourth ¶ -- clarify that one individual may fulfill more than one of the team’s required qualifications. Remove “NELAP” prior to ET in first sentence. Clarify that team member must pass the Certification Officer course, not just attend it.

fifth ¶ -- remove last sentence (about contractor.)

sixth ¶ -- remove last phrase about reason for volunteer observing an evaluation.

§5.3.3 – move this first sentence along with fifth ¶ of 5.3.1 up to § 5.3. Omit second sentence of section.

Review will begin with §5.4 at the next session.

3. Next Meeting

Policy Committee will meet again on Friday January 10, 2014, at 11 am Eastern. NOTE: this is not a regularly scheduled meeting, but a reschedule due to the previous week having a major holiday mid-week. Teleconference information and an agenda will be circulated in advance of the meeting.

The regularly scheduled meeting on January 17 will be held. There is no Policy Committee meeting scheduled at conference in Louisville, only the training session which will be presented as a webinar and recorded for future viewing.

Review of SOP 3-102 NELAP Evaluation will resume, with review and approval of SOP 2-100, Standards Development if the minor revisions discussed in November are completed. Other documents pending review are, in rough order of priority:

- NEFAP SIR SOP 5-106 (partially completed) and possibly concurrent with NELAP SIR SOP revisions (from LAS EC)
- Policy about Notification of Changes to AB Operations
- Revisions to NELAP Voting SOP per Policy Committee
- Documents that may need updating once Bylaws revisions are finalized
 - SOP 2-100 (Standards Development and Review)

- Revisions to Pol 1-122 (Determining Stakeholder Category of Committee Members, should accompany Bylaws revision when presented to TNI Board)
- Revisions to SOPs 1-101 and 2-101, about Committee Operations, as needed to accommodate changes to Bylaws.

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
Patrick Brumfield Sigma-Aldrich RTC, Laramie, WY patrick.brumfield@sial.com	PT Executive Committee	Yes
Silky Labie Env. Lab. Consulting & Technology, LLC Tallahassee, FL elcatllc@centurylink.net		No
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	No
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