

## TNI Policy Committee Meeting Summary Friday, February 15, 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 last meeting.

The TNI Board approved SOP 1-118 (Position Statements) and Policy 1-109 (Whistleblower.)

### 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 Jerry and Susan was reviewed. Several questions were raised by the reviewers, about the limit on the number of committees ~~in which a member could serve-memberships-permitted~~, the mandated timeframes for committee member appointments as well as for posting final minutes to the website, and the option of having a Vice Chair. ~~Further-r~~Revisions agreed upon by participants included:

- ~~The number of committees in which a member could serve should not be limited. No absolute number of committee memberships ought to be established, since a~~ committee member or chair may be needed to represent one committee on another one. The number of committees in which a member serves should be a factor in considering the suitability of an applicant to fill a vacancy. The application form for committees should require applicants to identify the committees in which they serve.
- The timeframe for committee member appointments could be omitted and replaced by the statement that regardless of the date of appointment, committee memberships are considered to take effect in January of the year the appointment is made. This allows for replacements mid-year as well as annual turnover from the staggered terms.
- Posting of minutes to the website will be done "in timely fashion".
- All committees ~~need~~must have a Vice Chair.
- Because the NEFAP Executive Committee, like the Accreditation Council (AC), has its own operations SOP, it will be excepted from this SOP.
- Since the Board ~~determined to merge~~approved merging the Technical Assistance Committee (TAC) with the Laboratory Accreditation System Executive Committee (LAS EC), the TAC exceptions will be eliminated, and the Small Laboratory Advocate will be noted in the "exceptions" as a required member for the LAS EC.

A revised draft of SOP 1-101 will be circulated and approval requested at the next Policy Committee meeting.

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

Upon hearing the brief background of this SOP, Alfredo expressed a strong preference that it not be a stand-alone item but rather part of a full package addressing recognitions beyond provisional recognitions, among the NELAP ABs. Susan agreed to review Chapter 6 of the 2003 NELAC Standard to identify any other items not addressed in current NELAP policies or SOPs, and will seek to address those with the NELAP AC. Lynn noted that the Provisional Recognition SOP may be needed sooner than such full package can be prepared and approved. The Policy Committee will review the current draft of SOP 3-108. If a comprehensive SOP were developed by the NELAC AC the contents of the provisional recognition SOP could be incorporated into the comprehensive document.

### 4. Action Items

**Commented [AST1]:** Note that Ilona is recommending that NEFAP be covered by this SOP and that the items here that do not apply t NEFAP be specified in Appendix A. That said, this does reflect what we discussed in the meeting.

See Attachment B.

**5. Next Meeting**

The next meeting of the Policy Committee will be February 15, 2013 at 11 pm Eastern. There will be a vote on the final draft of SOP 1-101, review of the Provisional Recognition SOP and possibly review of the Field of Proficiency Testing SOP will begin. 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**

<b>Name/Affiliation</b>	<b>Representing</b>	<b>Present</b>
Alfredo Sotomayor, Chair Wisconsin Dept. of Natural Resources, Madison, WI <a href="mailto:alfredo.sotomayor@Wisconsin.gov">alfredo.sotomayor@Wisconsin.gov</a>	TNI Board	Yes
JoAnn Boyd Southwest Research Institute, San Antonio, TX <a href="mailto:jboyd@swri.org">jboyd@swri.org</a>	Lab and FSMO	<del>y</del> Yes
Patrick Brumfield Sigma-Aldrich RTC, Laramie, WY <a href="mailto:patrick.brumfield@sial.com">patrick.brumfield@sial.com</a>	PT Executive Committee	Yes
Gary Dechant Analytical Quality Associates, Inc. Grand Junction, CO <a href="mailto:gdechant@aol.com">gdechant@aol.com</a>		No
Silky Labie 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:mbsherp@sheptechserv.com">mbsherp@sheptechserv.com</a>	TAC	Yes
Susan Wyatt, Vice Chair Minnesota DOH, St. Paul, MN <a href="mailto:susan.wyatt@state.mn.us">susan.wyatt@state.mn.us</a>	NELAP AC	Yes
Bob Wyeth Pace Analytical Services, Inc., West Seneca, NY <a href="mailto:bob.wyeth@pacelabs.com">bob.wyeth@pacelabs.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
Guest: none		

**Attachment B**

**Action Items – TNI Policy Committee**

	<b>Action Item</b>	<b>Who</b>	<b>Expected Completion</b>	<b>Comments/ Completion</b>
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				
36				

**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.
4	Committee members are never permitted to delegate their votes to a proxy. This needs <u>to be</u> 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.  <b><u>TO BE INCLUDED IN DRAFT SOP 1-101 AS-OF PER 3/2/15/13 MEETING.</u></b>
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	<b><u>TO BE INCLUDED IN DRAFT SOP 1-101 AS-OF PER 3/2/15/13 MEETING.</u></b>