

**TNI Policy Committee Meeting Summary  
Friday July 18, 2014**

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

The meeting was called to order by Alfredo at 11 am Eastern. Attendance is recorded in Attachment 1. Alfredo noted that any corrections to the minutes from June 20 should be submitted within the next week.

Alfredo also remarked that he received Patrick Blumfield's resignation from the committee. Pat stated that he no longer has time to uphold his responsibilities to this group. Committee members, please, consider who might be a valuable addition to this group as well as serving as liaison to one of the other TNI mission areas, and provide your suggestions to Alfredo before conference, if possible, but later if that's when you are able.

**2. Guidance Proposal from Advocacy Committee**

TNI's Advocacy Committee is updating the 1979 EPA "Handbook for Analytical QC in Water and Wastewater Labs" and realized that it may qualify as "guidance" so they submitted a proposal as required by the Guidance SOP. This proposal outlines the chapters and chapter editors as well as the justification for needing the update (it's 35 years old!) and planned reviewers of the final product.

One committee member suggested having the relevant expert committee review the individual chapters, but after discussion, all agreed that it would be adequate to have the expert committee chair(s) assign the review to one committee member. The purpose of this review will be to ensure that there is no conflict with the standard and that no new requirements would be imposed.

Committee members agreed that the project is a good endeavor, that it is indeed guidance, and that with the proviso that appropriate portions are reviewed by relevant expert committees (Quality Systems, Microbiology, and Field Activities.) John moved and JoAnn seconded approval of a motion to that effect, and approval was unanimous. Alfredo requested that Lynn transmit the approval to the Advocacy Chair and PA.

**3. New Assignment from TNI Board**

At its July 9 meeting, the Board requested that Policy Committee review the Bylaws and appropriate policies for potentially needed adaptations to address termination of membership for someone who fails to abide by TNI's documented expectations for professional behavior and ethics.

The Bylaws address removal of a member, and TNI Policies 1-102 and 1-107 plus the Guidance for Conduct of Committee Members address the expected behavior of TNI members. Jerry noted that TNI counsel has reviewed these documents and believes they are adequate for general purposes. Persons joining TNI online must agree to abide by these expectations, and Jerry will address how to obtain the same commitment from the few members who join through other mechanisms.

Because the underlying need for this review came from a comment submitted on a standard, the committee discussed whether CSD Executive Committee should address how inappropriate comments might be handled. Bob indicated that CSD EC is looking at SOPs 2-100 and 2-101 for this. Policy Committee also recommends that CSD EC develop a program policy addressing

acceptability of comments, as well, as the underpinning for the SOP adaptations. Bob thinks these may be ready for final discussion in DC if CSD decides to meet while there.

#### **4. NGAB Evaluation SOP**

Review of this document resumed at section 6.12, where it was decided there is no need to address a time delay before a rejected AB may resubmit its application for recognition.

§6.19 – the NGAB workgroup envisions that all potential evaluators will be trained before applications for recognition are invited, at least initially. Therefore any delay due to evaluator selection would be a “TNI delay” and not counted against the applicant AB. No change to existing text is needed.

At this point, time ran out. The NGAB Workgroup will meet in DC and discuss the revisions made per our June 20 meeting, and Policy Committee review will begin at the next meeting with §6.19.

#### **5. Next Meeting**

Policy Committee will meet again on Friday August 1, 2014, at 11 am Eastern. Teleconference information and an agenda will be circulated in advance of the meeting, to include the confirmation of a new Vice Chair for Policy Committee.

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

**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	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	Yes
Mei Beth Shepherd <a href="mailto:mbshep@sheptechserv.com">mbshep@sheptechserv.com</a>		No
Bob Wyeth Retired <a href="mailto:rfwyeth@yahoo.com">rfwyeth@yahoo.com</a>	CSD Executive Committee	Yes
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	June 2014	
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	

**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	