

**TNI Policy Committee Meeting Summary  
Friday December 19, 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. Alfredo noted that any changes to the previous meeting's minutes should be requested within a week.

**2. Modification of SOP on SOPs, SOP 1-116**

After adopting the revised Bylaws to permit notification to the Board of Policy Committee approval of documents, with review at the option of the Board except for documents originating with Policy Committee itself, the Board requested that this SOP be revised to add a section requiring that the originator of a document be notified when the document is approved.

Accordingly, section 5.6 of SOP 1-116 was revised to add a sentence that "the originator will receive a copy of the final document." This SOP will return to the Board for approval at its January 2015 meeting.

**3. Review of Revisions to CSDEC Procedures for Expert Committee Operations SOP 2-101**

This document was provided fast track review in order to complete corrective actions from the recent ANSI audit of TNI's consensus standards development program. The following comments were noted and will be sent back to the CSDEC promptly:

§1.2 – it's unclear what a "special committee" is; recommend adding "within the CSD program," for clarity

§2.1.1 – add that the duties of the committees will be described in the individual committee charters. Please make font consistent throughout §2.1

§2.3.1 – at the end of the second paragraph, remove "and Administrative"

§2.3.2 – cite SOP 2-100, using only the document title and SOP number (TNI is not part of the title)

§2.4.1 – second sentence: add the letter "s" to opening

§2.4.9-11 – the Chair of CSDEC approves new Expert Committee members, they do not require Board approval. Revise these three sections appropriately

§2.5.4 – clarify whether removal is mandatory or optional. As written, the recommendation of the Committee Chair does not read as being a mandatory step, only that removal will occur once such recommendation is made

§2.7.2 – clarify that the charter update will be for the upcoming year, not the past year. Please fix alignment within §2.7

§3.2.8 – repeating "face to face" here is redundant, since §3.2.8 – repeating "face to face" here is redundant, since §3.2 clearly states the type of meeting referenced

§NEW – add a References section (probably §4.0) and list all SOPs cited in the document (including SOP 2-100)

**4. Review of NEFAP Standard Interpretation SOP 5-106**

This is the first of several NEFAP SOPs that have been updated by that program. All will be reviewed and then returned to the NEFAP Executive Committee as a package. The following comments were noted:

§1.1 & 4.2 – it should be adequate to omit reference to the 2007 standard and just use “any approved” (or perhaps “current approved”) standard, as long as the submitter is required to identify the standard to which the question applies

§5.1.1 – use parallel construction for the subsections (most are nouns, except for two verbs)

§5.1.1.6 – the second sentence of this subsection is about process and should be moved into §5.2. A new §5.2.1 would be appropriate, with renumbering of the existing sections

§5.2 – remove all references to “board” since there are no longer any boards within TNI

## **5. Next Meeting**

Policy Committee will meet again on Friday, January 9, 2015, at 11 am Eastern. Teleconference information and an agenda will be circulated in advance of the meeting.

The next items for review are the remaining NEFAP SOPs.

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	Yes
JoAnn Boyd Southwest Research Institute, San Antonio, TX <a href="mailto:jboyd@swri.org">jboyd@swri.org</a>	Lab and FSMO	Yes
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
Eric Smith ALS <a href="mailto:eric.smith@alsglobal.com">eric.smith@alsglobal.com</a>	PTP Executive Committee	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?	Susan has departed TNI, this item will not be completed by her. As of Nov 3, the AC is creating its own short list.
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
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	11/17/14
73	Complete and transmit to PTPEC Chair a package of Policy Committee Review Forms for SOP 4-102, 4-105 and 4-107, accompanied by a note that review of the PTPEC Evaluation SOP 4-104 will be postponed pending its revision after V3&V4 of the TNI ELSS standard is completed	Alfredo	November 2014	
74	Review comments on SOP 3-103 from 11/21/14 minutes to determine whether editorial revision is adequate	Full committee and especially Jerry	December 2014	
75	Transmit comments on SOP 2-101 to CSDEC	Alfredo	ASAP, NLT January 2015	

**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	
10	Revise Guidance SOP 1-105 to note that a new approval request is required for updates to existing guidance products	10/3/14	
11	Create SOP for document review of Policy committee documents (which will automatically require Board review)	10/17/14	Grew out of streamlining the approval process for SOPs and Policies