

**TNI Policy Committee Meeting Summary
Friday February 21, 2014**

1. Welcome, Roll Call and Announcements

The meeting was called to order by Alfredo at 11 am Eastern. He noted that minutes of the February 7, 2014, meeting were distributed, and any comments should be provided within a week. Attendance is recorded in Attachment 1.

2. Results of Review of Documents Potentially Needing Revision Due to Bylaws Change

Alfredo had agreed to review the Stakeholder Policy 1-122 and both Committee Operations SOPs 1-101 (all except Expert Committees) and 2-101 (Expert Committees) to see whether they might need revision to adapt to the recent Bylaws changes about permitting additional categories of stakeholder in a committee (with Board approval.) After completing this review, he reported that Pol 1-122 is not in conflict with the Bylaws, but while it does mention three categories of stakeholder, it does not exclude the possibility of additional categories. When this policy is next revised, an additional sentence should be added to address the possibility of additional categories but this is not considered urgent. As for the Committee Operations SOPs, no changes appear necessary, since neither specifically names the stakeholder groups or limits their number. Alfredo did recommend that, when the CSD PEC charter is revised, it should clarify which committees have additional stakeholder categories and note that Board approval is needed for those additional representatives in the committees. NOTE: both these items will be carried forward in Attachment C.

3. Continuing Review of NELAP Evaluation SOP 3-102

Review continues, beginning with §6.14.

§7.0 – again, a request to remove the URLs from the SOP.

§8.0 – Lynn advised Alfredo (TNI Secretary) that these records are in her possession, and that off-site back-up is effectively accomplished through the storage of the emails (Gmail account) transmitting the documents among the parties. Consideration will be given to converting the final Word version of Checklists and the Excel spreadsheets for Field of Accreditation tables into pdf for long term storage.

Appendices -- a timeline or flow chart of the process should be added in addition to Appendix B. Jerry noted that flowcharts exist on the website, and was able to convert those to jpeg files for inclusion, but since the timelines have been slightly revised, new graphics will be created from those images.

Lynn will prepare a Policy Committee Response Form for Alfredo's use in transmitting the committee's comments back to the NELAP Accreditation Council, and will undertake to make the requested revisions initially with the NELAP evaluators and then return to the Council for its approval before returning the document for final approval.

4. Resume Review of NEFAP SIR SOP 5-106

The committee briefly discussed that this process would necessarily differ from the NELAP SIR SOP because of the difference in program structure. For NEFAP SIRs, the Executive Committee is the only option for managing the review as well as approving or accepting the final interpretation as implementable.

Previous partial review of this SIR was suspended after the June 21, 2013, meeting in order to address other priorities.

§5.2 – delete reference to “board” here and other places if they exist, please
§5.2.5.1 – multiple questions about dispute resolution. Is there a NEFAP dispute resolution SOP? If it’s truly necessary to refer a SIR dispute out of the program, does CSD PEC have a conflict resolution policy to apply to resolving NEFAP SIR disputes? John agreed to research the rationale behind this section.
§5.4 -- remove apostrophe in “AB’s.” The plural of AB is ABs.
§5.5 – should be §6, since it’s a different topic. Then renumber subsequent paragraphs.
Entire document – please fix page numberings in the footer.

Once the committee receives feedback from John about the rationale for the chosen dispute resolution procedure for SIRs, at the next meeting, Lynn will prepare and Alfredo will review and transmit the Policy Committee Response Form back to the NEFAP EC.

5. Next Steps

Alfredo and Jerry, possibly with Susan and Lynn, will review the documents pending Policy Committee review and refresh the priority list, since several new ones have arrived in the past couple months.

5. Next Meeting

Policy Committee will meet again on Friday March 21, 2014, at 11 am Eastern. Teleconference information and an agenda will be circulated in advance of the meeting.

Committee leadership has determined that the next items for review will be the NEFAP Nominating SOP 5-103 and the NEFAP Accreditation Process Policy 5-100 rev 0.1.

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	No
Silty 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	Yes
Bob Wyeth Retired rfwyeth@yahoo.com	CSD Executive Committee	No
Jerry Parr (ex-officio) Executive Director, TNI Jerry.Parr@nelac-institute.org		Yes
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	Wrapped up at 2/21/14 meeting
58	Prepare formal comments on SOP 3-102 for return to NELAP AC	Lynn/Alfredo	3/7/14	
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	After 3/21/14 Policy Committee meeting	

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
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	