

**TNI Policy Committee Meeting Summary
Friday February 7, 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 January 17, 2014, meeting were distributed, and any comments should be provided within a week. Attendance is recorded in Attachment 1.

2. Update to How TNI Documents are Displayed on Web Site

During the staff meeting after conference in Louisville, staff agreed to resolve the ongoing confusion about members who are unaware that Provisional SOPs are in use even though not finally approved by Policy Committee and the Board, and so those members normally refer to (and then use) the Final documents listed under the “Documents” button on the website, even though those listed may be outdated and no longer in use. The new solution is to post Provisional as well as Final documents in that listing under the “Documents” button, and clearly identify the status.

3. Continuing Review of NELAP Evaluation SOP 3-102

Review continues, beginning with §6.4.

§6.4 – the committee prefers not to have URLs listed in SOPs because they might change, but the NELAP evaluators were insistent that the URLs be included in this lengthy SOP. We agreed that the NELAP Program Administrator can request an “editorial” change to the SOP if the URLs need to be updated, and that the Policy Committee Chair can approve such changes (as with other documents) without returning to the Board for approval. Due to the change in practice noted above (item #2 of these minutes,) Lynn will ask the evaluators if that change will be enough to permit removing the URLs from this SOP when it is revised to address Policy Committee recommendations.

§6.4.3 – penultimate paragraph – indicate to whom the records could be transmitted (the LE.)

§6.6 – Appendix G was reviewed and deemed acceptable.

For the fifth paragraph of this section, the phrase “if applicable” should apply to i, ii, and iii, and thus should be moved to precede those items; as it reads now, it could be interpreted to apply only to the last item of the trio.

Also, in that paragraph, the SOP should clarify that the bulleted list of items may not all be in the file physically, but is relevant to the laboratory and should be reviewed, and the term “audit” should be replaced with “assessment.”

The phrase “if used” in the evaluation form bullet should be replaced with “if returned by the laboratory” since some type of evaluation form is required by the standard.

In Appendix H, change NELAP to TNI.

§6.13 – in the next to last paragraph, add what happens if the applicant is a new AB, presumably that if the second corrective action response is not satisfactory and acceptable, the AB will not be recognized.

Review will begin with §6.14 at the next session.

4. Next Steps

Alfredo will review Policy 1-122 as well as SOPs 1-101 and 2-101 for possible edits to bring them into alignment with the revised Bylaws.

Alfredo and Jerry, possibly with Susan and Lynn, need to re-prioritize the documents awaiting Policy Committee review, since several new ones have arrived in the past couple months.

5. Next Meeting

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

Review of SOP 3-102 NELAP Evaluation will be completed. Several additional items have been completed by other committees in recent months, so that committee leadership will need to again prioritize the review order for all documents awaiting full review.

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		Yes
John Moorman South Florida Water Management District West Palm Beach, FL jmoorma@sfwmd.gov	NEFAP Executive Committee	No
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	Alfredo reviewing docs per 2/7/14 committee meeting
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