

**TNI Policy Committee Meeting Summary
Friday May 2, 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. Lynn offered the information that she has checked with Susan about her review of NELAP documents and needed policies, and that Susan is still committed to completing that review, as she needs it for Minnesota purposes as well as for TNI.

2. Feedback on FAQs Resulting from NELAP SIRs

Alfredo contacted Judy to ask that LAS EC submit a formal proposal to develop guidance, in accordance with the template in the SOP 1-105, and explained the committee's thinking about obtaining Expert Committee review rather than Policy Committee reviewing each individual document, as well as the need to call these items something other than FAQs.

3. NEFAP SIR SOP 5-106 and Nominating SOP 5-103

John still needs to track down the origin of the SIR dispute resolution appeal process, referring the appeals to the CSD EC, but he did confirm the NEFAP practice that all recognized Accreditation Bodies (ABs) are indeed permanent members of the committee with no term limit. Since all of the presently recognized ABs have been on the NEFAP EC since its origin, they were technically approved members at that time, but have simply not been made to stand for re-election since becoming recognized. John stated that NEFAP will add documentation of this practice to its SOP 5-103.

Participants discussed whether this practice is acceptable, especially since the addition of potential future recognized ABs would destroy the balance of the committee. John indicated that perhaps this issue should be held in abeyance until such time as there are additional ABs seeking recognition.

Participants also noted that this practice of "standing membership" for recognized ABs results in the NEFAP EC having two categories of membership – appointed and elected. While this does not presently seem to present any problems for the NEFAP EC, some concerns were expressed that, by not addressing the practice pro-actively, the NEFAP EC could be viewed as expressing favoritism in its eventual need to re-actively accommodate or modify the current practice of having all recognized ABs being permanent members.

Alfredo committed to consolidating this update with prior comments from Policy review of SOP 5-103, and transmitting those to the NEFAP EC.

4. TNI Recognition Committee (TNRC) Nominations SOP 3-112

Alfredo explained that this SOP addresses how to form the group within TNI that will recognize the successful evaluation of non-governmental accreditation bodies (NGABs) to accredit environmental laboratories to the TNI Environmental Laboratory Sector Standard. The document was adapted from the TNI Board's nominating SOP by the NGAB Task Force and it does not apply to TNI's NELAP program.

The following comments were offered:

§1.0 – add the words "Recognition Committee" at the end of the sentence, before the parentheses.

§6.0 – the “accredited organizations” category of stakeholders seems unnecessarily vague, but perhaps the NGAB Task Force intends this? Reviewers wanted to know whether this includes FSMO accredited organizations? ISO accredited organizations? Or only laboratories? Please clarify.

-- add “other” as a fifth bullet.

-- the note is acceptable. Participants did express concern that if a TNRC member does indeed represent more than one stakeholder interest, if there are considerable differences in viewpoints between stakeholder groups, that member might “wear the wrong hat” or need to recuse him or her self.

Alfredo agreed to revise section 6.0 after discussing with the Task Force. Participants were reluctant to approve the SOP based on the conceptual revision, and prefer to await the outcome of the NGAB Task Force’s discussion. Alfredo will return the revised document for a vote at the May 16 meeting.

5. Next Steps

Finalizing the review of NEFAP SIR SOP 5-106 awaits John’s feedback on the rationale for the dispute resolution process.

Alfredo will transmit the review results for the NEFAP Nominating SOP 5-103.

Alfredo to send request for review of POL 5-100 to NEFAP EC.

Alfredo will return the SOP 3-112 to the Non-governmental AB Task Force for consensus on how to revise section 6.0, in light of the committee’s comments.

Resume review of SOP 3-105.

6. Next Meeting

Policy Committee will meet again on Friday May 16, 2014, at 11 am Eastern. Teleconference information and an agenda will be circulated in advance of the meeting.

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	Yes
Patrick Brumfield Sigma-Aldrich RTC, Laramie, WY patrick.brumfield@sial.com	PT Executive Committee	No
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	Yes
Mei Beth Shepherd mbshep@sheptechserv.com		No
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	Yes
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	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	
60	Send request for review of POL 5-100 to NEFAP EC	Alfredo	April 2014	
61	Clarify practices of NEFAP EC	John	April 2014	
62	Edit and change Revision number of SOP 1-101	Jerry/Lynn	April 2014	April 18, 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	
64	Return SOP 3-112 to NGAB TF	Alfredo	April 2014	Revised draft to be reviewed in Policy at May 16 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	