

Summary of Advocacy Committee Meeting
April 5, 2012

1. Call to order

Judy Duncan, Chair, called the meeting to order at 12 Noon CDT on April 5, 2012. Attendance is recorded in Attachment 1.

2. Approval of minutes

Minutes of the March 1, 2012, meeting were reviewed but could not be approved due to lack of a quorum.

3. Outreach to Non-NELAP States

Lynn Bradley advised the committee that the NELAP AC had set an open meeting for the AC and non-NELAP states for May 7. Lynn has drafted the invitations and will send by email to the contact listed on the Accreditation Body database. Aaren Alger has also been on the agenda of the state assessors group to advise them of the upcoming call. Lynn is expecting as many as 60 people on the call.

The agenda for the call will include:

- Update on NELAP from Aaren
- Discussion about obstacles to joining from non-NELAP states
- Announcement of special session at the summer meeting for non-NELAP states. Ask what they would like on the agenda.
- Survey to see how many non-NELAP states recognize NELAP.

The special session at the summer meeting will be on Wednesday afternoon. There may be funding available for some travel. Jerry will work on determining a ball park number. There will be a direct mail piece announcing all of this in late May or early June.

Ken Jackson is continuing to work on the ASDWA meetings. Jerry has updated the powerpoint presentations to use for whatever opportunities come up. We may want to postpone doing any webinars until after the summer meeting.

4. Feedback from Policy Committee on position statements

Judy Duncan received an email from Alfredo Sotomayor after the Demonstration of Method Competence position statement was sent to the Policy committee. Pertinent excerpts from that email are copied below:

“We have general agreement that position statements:

- Are "why", not "how" documents.
- Cannot be used to interpret the TNI Standard.
- Cannot be used to create policy and should not outline processes that could reasonably be described in SOPs.
- Should not create or read as guidance.

At the end, we decided that we would need a Policy (or maybe even an SOP) on "Position Statements". We thought the Advocacy Committee could collaborate with us on this. Advocacy could come up with definitions for the scope of those documents and prohibitions, and we could come up with an outline of the approval process. The Policy Committee thinks it should review the statements to ensure they do not cross into any of the other established forms for expressing requirements, sentiments, or interpretations. Advocacy could serve as a champion or originator of the content for the statements.”

After discussion the committee determined that they agreed with all but Bullet #3. The Advocacy Committee believes that the position statement should be the top of the hierarchy and create the belief system from which all of the policy and procedures should be derived. Bullet #3 is in conflict with this.

The Committee agreed that we would propose definitions of position and policy statements to the Policy Committee and then the Policy Committee would develop the process. This will be on the agenda for the next meeting. Judy will advise Alfredo of the Advocacy Committee’s thoughts on this.

5. Article for WEF Lab Solutions

The next article on the list for WEF Lab solutions is Benefits of a Quality System to be prepared jointly by Elizabeth Turner and Nan Thomey. Since Elizabeth was not on the call, it was unknown whether she was still planning to do this. Jerry suggested that we consider using the TNI training opportunities article instead since it was already done.

6. Method update rule

Jerry expects that EPA’s Method Update rule will be signed next week.

7. Newsletter update

Jerry reported that all articles were in except the PT article and the Board elections. Jerry will follow up with Mitzi Miller on the PT article. Jan is working on a draft.

8. Next meeting

The next meeting of the Advocacy Committee will be May 3, 2012, at 12 Noon CDT.

Attachment 1

| | Name | Stakeholder Group | Present/Absent |
|-----|--------------------------|--------------------|----------------|
| | | | |
| 1. | Lara Phelps | EPA (Other) | Present |
| 2. | Lynn Bradley | Other | Present |
| 3. | Judy Duncan | Other | Present |
| 4. | Kenneth Jackson | Other | Present |
| 5. | Martina McGarvey | AB | Present |
| 6. | Susan Wyatt | AB | Absent |
| 7. | Zonetta English | Lab | Absent |
| 8. | Paula Hogg | Lab | Absent |
| 9. | Elizabeth Turner | Lab | Absent |
| 10. | Gary Ward | AB | Absent |
| 11. | Michael Wichman | Lab | Absent |
| 12. | Janice Willey | Federal | Present |
| 13. | Keith Chapman | Small Lab Advocate | Absent |
| | Associate Members | | |
| | Kirstin Daigle | Lab | Absent |
| | Judy Morgan | Lab | Absent |
| | Steve Arms | AB | Present |
| | Aurora Shields | Lab | Absent |
| | JoAnn Boyd | Lab and FAC | Absent |
| | Staff | | |
| | Jerry Parr | TNI ED | Present |
| | Carol Batterton | TNI PA | Present |