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**SUMMARY OF THE
TNI
POLICY COMMITTEE MEETING**

MAY 23, 2007

The Policy Committee of The NELAC Institute (TNI) met on May 23, 2007 at 11:00 AM (ET) by teleconference.

Chairperson Mr. Alfredo Sotomayor, of the Wisconsin Department of Natural Resources, led the meeting. A list of committee members is given in Attachment A. A list of the action items generated during this meeting is included in Attachment B. The meeting agenda is given in Attachment C.

ANNOUNCEMENTS

Mr. Sotomayor reminded committee members to register for the TNI forum in Cambridge, Massachusetts. Ms. RaeAnn Haynes informed that the TNI Proficiency Testing (PT) Board had made considerable progress in adopting procedures and policies and had forwarded new tables of fields of testing and acceptance ranges to the National Environmental Laboratory Accreditation Program (NELAP) Board for possible adoption. Mr. Steve Stubbs noted that the NELAP Board in turn was still deliberating on the process that would be used for renewing the recognition of the participating accreditation bodies (ABs).

ROLE OF TNI EXECUTIVE DIRECTOR

Mr. Sotomayor reminded the committee that the role of the TNI Executive Director in the Policy Committee was discussed at the Denver Forum, but the committee did not make a decision on the level of the director's participation.

The TNI Executive Director is an ex-officio member of every TNI committee. Mr. Sotomayor contacted Mr. Jerry Parr, who felt that participating as a full member of the Policy Committee would not be realistic, given the scope of his duties. He also, reluctantly, could not function as program administrator for the committee. Policy Committee members in attendance agreed with Mr. Parr's assessment and reiterated that they would welcome Mr. Parr's participation at any time in his ex-officio capacity.

REVIEW OF CHARTER

The committee discussed the last version of the charter that included revisions suggested by Mr. Stubbs. Those in attendance agreed with the changes proposed by Mr. Stubbs, but suggested adding developing procedures for voting as an additional procedure. Mr. Sotomayor will make the addition and finalize the suggested changes for the committee to consider and approve at its next meeting.

REVIEW OF DRAFT POLICIES

The committee considered the drafts presented by Mr. Sotomayor and discussed the changes suggested by Mr. Stubbs to the drafts on conflicts of interest and ethical conduct. Mr. Sotomayor noted that he consulted several sources to draft the documents: an A2LA document forwarded by Mr. Parr, “Conflict of Interest, Confidentiality, Intellectual Property, and Duty of Loyalty Policies”; Standards of Ethical Conduct for Employees of the Executive Branch”, Code of Federal Regulation, Title 5, Part 2635; a conflicts of interest policy developed by the Institute for National Environmental Laboratory Accreditation (INELA); and sections of the National Environmental Laboratory Accreditation Conference (NELAC) and the TNI standards dealing with conflicts of interest and standards of professional conduct for assessors.

Mr. Sotomayor concurred with the suggestions made by Mr. Stubbs, but noted that he had drafted the policies on ethical conduct and conflicts of interest to apply to TNI members that served on committees, boards, or that were acting on behalf of the Institute. Mr. Sotomayor felt that those policies need not apply to the membership in general but should be mandatory for those directing, guiding, leading, and working for TNI. Mr. Stubbs concurred and Mr. Sotomayor agreed to make revisions to the policies accordingly.

As part of the discussion, Mr. Sotomayor expressed that he expected committee members to serve as conduits of information to and from their respective programs. Mr. Sotomayor added that that was one of the reasons why the committee was constituted with a representative from each program. Mr. Stubbs felt the expectation was reasonable, but wanted to verify that the NELAP Board would agree to have him speak for his program. He agreed to send a message to Mr. Hickman asking for feedback on communication to and from the Policy Committee.

REVIEW OF DRAFT PROCEDURE ON STANDARD OPERATING PROCEDURES (SOPs)

The committee deferred discussing the draft on creating SOPs to its next meeting.

REVIEW OF DRAFT SOP ON OPERATIONS OF COMMITTEES AND BOARDS

The committee considered the outline of the SOP on Committee Operations and Boards distributed earlier by Mr. Sotomayor. He explained that he had tried initially to draft two separate procedures, one for committees and another for boards, but then decided to combine them for the first draft. He noted, however, that if while drafting the SOP it would seem that having two SOPs was better, he could do that as well.

The committee deliberated whether this SOP would apply to the NELAP Board. At issue was whether a generic SOP could apply to the NELAP Board because the Board’s membership was restricted to ABs. It also appeared that the NELAP Board was already working on developing its own SOPs, which the Policy Committee would be reviewing for general consistency. For the moment, Mr. Sotomayor agreed to continue to draft the SOP to have broad applicability, noting within it any exceptions. If this should result in an awkward document, the committee could narrow the SOP’s applicability.

Relating to drafting the SOP and responding to inquiries from Mr. Daniel Hickman, the committee discussed whether NELAP Board members had to be TNI members. Mr. Sotomayor and a few TNI Board members he asked agreed that only TNI members should be allowed to serve on governing boards. Since boards could be making decisions on behalf of the Institute, it

seemed logical to only allow TNI members to be incumbents on boards. The same reasoning used to restrict the membership of the NELAP Board to ABs could be used to justify requiring all NELAP Board directors to be TNI members. The committee also noted that only TNI members could vote on balloted standards or elections of TNI Board of Directors, so a NELAP Board member that was not a TNI member could not fully participate in the institute.

The committee surmised that perhaps the reason why a NELAP Board member might not be a TNI member would have to do with an inability to pay a membership fee and if that were the case, the committee could explore with the TNI Board any exceptions that could be made in this case. Mr. Stubbs was to contact the NELAP Board, seek more information, and offer the committee's preliminary thoughts on the membership question.

The committee reviewed the rest of the SOP outline and agreed that it contained most of the necessary information needed to operate most committees and boards. Ms. Haynes felt that the SOP should contain a section dealing with replacing or removing a committee member, specifically for lack of participation. Mr. Stubbs thought that would be a good addition, but wondered if the replacement decision should be subject to the concurrence of another body outside of the committee and suggested that a board could perform that function. Mr. Sotomayor agreed to add a section dealing with replacing or removing committee and board members.

NEXT STEPS

The committee will meet on the second and fourth Wednesdays of the month at 11:00 AM ET, with an option of reducing meetings to once per month. The next meeting will be on June 13, 2007.

The entire committee should review the SOP on drafting SOPs. Mr. Sotomayor will submit revised drafts of the policies, procedures, and charter discussed during this meeting.

ADJOURNMENT

The meeting was adjourned at 1:30 PM ET.

COMMITTEE MEMBERS
TNI
POLICY COMMITTEE
MAY 23, 2007

Member		
Alfredo Sotomayor, Chair	Wisconsin Department of Natural Resources	T: 608-266-9257 E: Alfredo.Sotomayor@dnr.state.wi.us
JoAnn Boyd (Absent)		T: 210-522-2169 E: jboyd@swri.org
RaeAnn Haynes		T: 503-229-5983 x227 E: haynes.raeann@deq.state.or.us
Silky Labie (Absent)	Florida Department of Environmental Protection	T : 850-245-8065 E : silky.labie@dep.state.fl.us

Carol Schrenkel
(Absent)

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Advocacy

**TNI
POLICY COMMITTEE MEETING
MAY 23, 2007**

ACTION ITEMS GENERATED AT THIS MEETING

Item No. Meeting Date	Action	Date to be Completed
1. 05/23/07	Mr. Stubbs will ask Mr. Hickman how the NELAP Board would like to interact with the Policy Committee.	06/13/07
2. 05/23/07	Mr. Stubbs will contact the NELAP Board regarding TNI membership for directors.	06/13/07
2. 05/23/07	The committee will review the SOP on SOPs.	06/13/07
3. 05/23/07	Mr. Sotomayor will submit revised drafts of the policies, procedures, and charter discussed during the meeting.	06/13/07

UNCOMPLETED ACTION ITEMS FROM PREVIOUS MEETINGS

Item No. Meeting Date	Action	Date to be Completed
2. 01/31/07	Mr. Sotomayor will set priorities for developing policies and procedures needed by TNI.	02/28/07

The NELAC Institute (TNI)
Policy Committee

May 23, 2007
11:00 – 12:25 AM (ET)

AGENDA

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| 11:00 | Attendance |
| 11:05 | Announcements |
| 11:10 | Role of TNI Executive Director |
| 11:20 | Review of Charter |
| 11:40 | Review of Draft Policies |
| 11:50 | Review of Draft Procedure on SOPs |
| 12:00 | Review of Draft SOP on Operations of Committees and Boards |
| 12:15 | Priority List for Policies and Procedures |
| 12:20 | Next Steps |
| 12:25 | Adjournment |