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**SUMMARY OF THE
TNI
POLICY COMMITTEE MEETING**

OCTOBER 8, 2007

The Policy Committee of The NELAC Institute (TNI) met on October 8, 2007, at 2:00 PM (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.

ATTENDANCE, ANNOUNCEMENTS, AND STATUS OF ACTION ITEMS

Mr. Sotomayor confirmed that the committee had approved Standard Operating Procedures 1 – 100 and 1 – 101 unanimously. He thanked all committee members for voting on the SOPs. He will forward them to the TNI Board of Directors for their concurrence at a future meeting. Mr. Sotomayor had to forward the policies already approved by the TNI Board for posting to the TNI Website. He also needed to forward the last set of minutes approved.

Mr. Sotomayor asked committee members to review the minutes of the September 24 meeting and to forward any changes and revisions to them by October 12, 2007. If there were no changes requested by the committee, the minutes as written would stand as approved and would be forwarded to the TNI Website.

REVIEW ON SOP ON DECISION MAKING RULES

Mr. Jerry Parr commented that the SOP provided a lot of good information for all TNI groups. He and others in the committee felt that the SOP should apply to all TNI committees and boards. After some discussion, the committee concurred that the provisions of the SOP were sufficiently important to apply to all TNI committees and boards, and sufficiently general to not be in conflict with existing policies in TNI programs.

Committee members noted that the SOP was prescriptive about only two main aspects: asking committees and boards to choose and use decision making rules and to document any decisions made by the groups. The rest of the SOP read as guidance for TNI groups to consider in meeting those requirements. The first two sections of the SOP alluded to this, but did not state this clearly.

Mr. Sotomayor suggested that one way of clarifying requirements of the SOP was to reorganize the SOPs content and to lead with the two sections that contained requirements, after the introductory material. The sections that were guidance would be moved to the end of the SOP. The committee felt that this could improve the clarity and flow of the SOP and Mr. Sotomayor agreed to make the needed changes.

The committee also discussed the definition of consensus in the SOP. Mr. Parr noted that the definition was not the one used in EPA's Office of Management and Budget Circular 19 (OMB-19). Although the two definitions were not identical, the committee felt they were not contradictory and that the one in the SOP limited its applicability to the SOP.

The committee noted, while discussing sub-section 7.3.2 of the SOP that there would be instances when the person-in-charge could make a high-stake decision that was not related to a crisis. This could happen when a job description allowed a TNI representative to make those decisions, or when a group clearly delegated that authority to the person-in-charge. Mr. Sotomayor agreed to revise the language of the subsection to include those circumstances.

The committee also noted that sub-section 10.4, allowing a group member to request documentation of the votes cast by each member, could not apply to a proposal that had been agreed to be decided by secret ballot. Mr. Sotomayor agreed to note the exception in the SOP.

POLICY ON USE OF TNI LOGO

The TNI Board of Directors requested that the committee draft this policy (POL-103). Mr. Sotomayor discussed the context for the request and added that having a policy on the use of the logo could prevent future misuses.

Mr. Sotomayor explained that he considered language in the current National Environmental Laboratory Accreditation Conference (NELAC) standard, and ISO 1701 Standard. Mr. Sotomayor explained that there were other types identifying symbols that should be covered by the policy and he had used that generic term in the document. Mr. Parr agreed and added that there was more than one TNI logo in use and that all should be covered by the policy.

The committee started to compile a list of the logos and symbols that could be potentially covered by the policy. The committee considered whether a list of these should be included as part of the policy or an appendix to it, but did not reach a conclusion on the matter.

Mr. Sotomayor agreed to compile a list of the emblems that could be covered by the policy to facilitate discussion at the next meeting. The committee agreed that the provisions of the draft policy were sound and should apply to all TNI programs.

NEXT STEPS

Mr. Sotomayor will make the suggested changes to SOP 1 -102 and to the policy on logos.

ADJOURNMENT

The meeting was adjourned at 3:30 PM ET. The committee will meet again by teleconference on October 22, 2007.

COMMITTEE MEMBERS
TNI
POLICY COMMITTEE
OCTOBER 8, 2007

Member		
Alfredo Sotomayor, Chair	Wisconsin Department of Natural Resources	T: 608-266-9257 E: Alfredo.Sotomayor@dnr.state.wi.us
Jerry Parr, Ex-Officio		T: 817-598-1155 E: jerry.parr@nelac-institute.org
JoAnn Boyd		T: 210-522-2169 E: jboyd@swri.org

RaeAnn Haynes (Absent)		T: 503-229-5983 x227 E: haynes.raeann@deq.state.or.us
Silky Labie	Florida Department of Environmental Protection	T : 850-245-8065 E : silky.labie@dep.state.fl.us
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Advocacy

**TNI
POLICY COMMITTEE MEETING
OCTOBER 8, 2007**

ACTION ITEMS GENERATED AT THIS MEETING

Item No. Meeting Date	Action	Date to be Completed
1. 10/08/07	Mr. Sotomayor will make agreed changes to SOP 1- 102 and POL-103 for the committee to review.	10/15/07
2. 10/08/07	The committee will review the minutes of the September 24 teleconference and forward any needed changes to Mr. Sotomayor.	10/12/07
3. 10/08/07	Mr. Sotomayor will send SOPs 1 – 100 and 1-101 to the TNI Board of Directors for endorsement.	10/29/07

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
3. 08/20/07	The committee will review the draft of the SOP on decision-making rules.	09/30/07
4. 09/24/07	Mr. Sotomayor will forward approved policies and SOPs for posting on the Policy Committee's Webpage.	10/12/07
5. 09/24/07	Mr. Parr will assign TNI staff to create a template or form document for SOPs based on SOP 1 – 100.	10/26/07

The NELAC Institute (TNI)
Policy Committee
October 8, 2007
2:00 – 3:25 PM (ET)

AGENDA

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| 2:00 | Attendance |
| 2:05 | Announcements |
| | Status of Action Items |
| 2:10 | Review of SOP on Decision Making Rules |
| 3:00 | Policy on Use of TNI Logo |
| 3:20 | Next Steps |
| 3:25 | Adjournment |