

**SUMMARY OF THE
TNI
POLICY COMMITTEE MEETING**

DECEMBER 17, 2007

The Policy Committee of The NELAC Institute (TNI) met on December 17, 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 asked committee members to review the minutes of the November 19, 2007 meeting and to forward any needed changes by December 21.

Mr. Sotomayor had not followed-up with Mr. John Applewhite on the posting of the committee minutes but intended to do that before the end of the year. He also noted that Mr. Jerry Parr had provided the committee with the requested SOP template, which would be discussed in more detail later.

TNI BOARD UPDATE

Mr. Sotomayor informed that SOP 1 – 102 on “Decision-Making Rules” and that POL-103, on the “Use of TNI Logos and Marks” had been endorsed by the TNI Board of Directors. There was a question on whether POL-103 would address the misuse of the TNI website address. The website address is also the property of TNI and using another one that resembles the Institute’s is covered by the policy.

SOP AND POLICIES

The committee was asked to review the template developed for SOPs. Mr. Steven Stubbs had offered some comments pertaining to the format, but the committee agreed that they should wait to be considered during the next revision of SOP 1 – 100.

Mr. Sotomayor noted that the numbering on the SOPs should conform to the number given to the approved versions. The committee agreed, and Mr. Parr will make the suggestion to Ms. Jan Wlodarski, who prepared the template. Mr. Sotomayor encouraged committee members to use the template and to provide any comments on it by January 7, 2007.

Mr. Sotomayor had distributed copies of SOPs and policies from the Consensus Standards Development Program and the National Environmental Laboratory Program (NELAP) Board. The committee should review them for consistency and concordance with the TNI mission in time to endorse them by January 7, 2007.

Mr. Parr remarked that there were already a few SOPs and policies that were final and somewhat in circulation and asked the committee about where they should be located for access. Mr. Parr suggested that a comprehensive index of SOPs and policies would be useful and the committee concurred. To start, all SOPs and policies would be placed in a common location on the TNI Website. Additionally, programs could have their own SOPs and policies linked or accessible through their individual web-pages. Mr. Parr will work with Mr. Applewhite to locate the SOPs and policies once we have agreed on the final form of the SOP template.

Mr. Parr questioned whether the Institute's Policies and SOPs should be available to the general public or only to members. The committee noted that the policies and SOPs of the Consensus Standards Development Program (CSDP) had to be made available to the general public to maintain ANSI recognition. While other programs' policies and procedures might not need to be universally available, the committee agreed that having them accessible to all would be the best approach. There could be a need to restrict access to some policies and SOPs, but this would need to be discussed and agreed, and would not be the Institute's default position.

NEWPORT

The committee's working session will start at 9:00 AM on Monday, January 14, 2008. During the session the committee will finalize the presentation for the following day and will work on whatever else there is time to fit, perhaps the committee's annual report to the TNI Board or completing a list of the documents to be created in 2008, or revising the committee's charter. The committee will create a brief handout listing its accomplishments and activities to share with any session attendees.

As previously agreed, the Tuesday presentation will focus on the SOP on Decision-Making Rules.

ANNUAL REPORT TO TNI BOARD

TNI's Bylaws require each core program to provide an annual report to the TNI Board describing progress made in meeting program goals. Mr. Sotomayor felt it would be a good idea for the Policy Committee to provide an annual report because this would promote accountability and could prompt the programs to develop their own. Mr. Sotomayor felt that the charter could be used as the basis for measuring progress in meeting the committee's goals. The committee felt its report could be drafted in a way that would make its format standard and usable by other programs.

NEXT STEPS

The committee will meet again on January 7, 2008 at 2:00 PM (ET) to review progress on the presentation for Newport. Mr. Sotomayor is to prompt the policy committee members to ask their respective programs for information on policies and SOPs they have created or will create in the near future, and for suggestions on what the programs would like the Policy Committee to develop.

ADJOURNMENT

The meeting was adjourned at 3:15 PM (ET).

**COMMITTEE MEMBERS
TNI
POLICY COMMITTEE
DECEMBER 17, 2007**

Member	Affiliation/Representing	Contact Information
Alfredo Sotomayor, Chair	Wisconsin Department of Natural Resources	T: 608-266-9257 E: Alfredo.Sotomayor@Wisconsin.gov
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**TNI
POLICY COMMITTEE MEETING
DECEMBER 17, 2007**

ACTION ITEMS GENERATED AT THIS MEETING

Item No. Meeting Date	Action	Date to be Completed
1. 12/17/07	The committee will review the minutes of the November 19, 2007 meeting and make any needed corrections.	12/21/07
2. 12/17/07	The committee will review the policies and SOPs from the CSDP for endorsement.	01/07/08
3. 12/17/07	Mr. Parr will request the changes suggested on the SOP template from Ms. Wlodarski.	01/07/08
4. 12/17/07	Committee members will review the SOP template for concordance with SOP 1 – 100.	01/07/08
5. 12/17/07	Mr. Sotomayor will create a handout listing the committee's activities and accomplishments for distribution during its working session in Newport.	01/11/08
6. 12/17/07	The committee will start reviewing materials for its Newport presentation.	01/07/08
7. 12/17/07	Mr. Sotomayor will prompt committee members to seek information from their respective programs on policies and SOPs they have or plan to develop and input on suggestions for Policy Committee products.	01/07/08

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. 10/22/07	Mr. Parr will compile a graphic list of the Institute's logos and marks that would be covered by POL-103 for consideration by the TNI Board.	12/03/2007

Item No. Meeting Date	Action	Date to be Completed
4. 10/22/07	The committee will complete drafts of a set of basic TNI administrative policies and SOPs.	04/04/08
1. 11/19/07	Mr. Sotomayor will forward examples of procedures describing appeal procedures for the committee to consider.	02/01/08
2. 11/19/07	The committee will plan its meeting session and general presentation for the Newport forum.	01/07/08

The NELAC Institute (TNI)
Policy Committee

December 17, 2007
2:00 – 3:00 PM (ET)

AGENDA

- 2:00 Attendance
- 2:05 Announcements
- Status of Action Items
- 2:10 TNI Board Update
- TNI Board Approval of Policy 103 and SOP 1- 102
- 2:15 SOP and Policies
- Policies and SOPs for Review
- SOP Template
- 2:25 Newport
- Committee Session
- Committee Presentation
- 2:45 Annual Report to TNI Board
- Review of Accomplishments
- Pending Items
- 2:55 Next Steps
- 3:00 Adjournment