

**SUMMARY OF THE
TNI
POLICY COMMITTEE MEETING**

OCTOBER 22, 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 welcomed attendees and reviewed the status of action items. Mr. Sotomayor made the changes to Standard Operating Procedure (SOP) 1-102, "Decision Making Rules for TNI Committees and Boards", and to Policy-103, "Use of TNI Logos and Symbols". The minutes of the September 24 meeting were approved as drafted. Mr. Sotomayor had not forwarded the approved SOPs 1 – 100 and 1 – 101 to the TNI Board of Directors yet, but intended to do so in time for the TNI Board to consider them at its November meeting.

Mr. Sotomayor confirmed that the committee would be delivering a presentation at the Newport Beach meeting on the policies and SOPs it had completed, focusing on the SOP on Decision Making Rules, which was expected to be less familiar to TNI members.

Mr. Sotomayor requested committee members to send any suggested changes to the minutes of the October 8 meeting by October 26, 2007. If he did not receive any suggested changes, he would consider the minutes approved and would forward them for posting on the TNI Website.

REVIEW ON SOP ON DECISION MAKING RULES

Mr. Sotomayor re-organized the SOP to move the required elements to sections 7.0 and 8.0. Following the required sections, the SOP then treats the rest of the information as guidance on types of decision-making rules and reaching closure.

The committee noted that there was a missing sentence from the summary and suggested adding a reference to sections 9.0 and 10.0 in subsection 7.1, and editing subsection 9.6.1 for clarity.

Mr. Sotomayor agreed to make the suggested changes and to submit them to the committee for an electronic vote on the SOP.

The committee also discussed the timeline for implementation of the SOP. Mr. Sotomayor noted that the committee had considered that implementation of SOPs would not necessarily follow immediately after their approval and to address that had included an "effective date" as part of the format. For this SOP, the committee decided that implementation might require instruction and suggested an implementation date of 90 days after endorsement by the TNI Board. The

committee would make that recommendation to the TNI Board when presenting the SOP for the Board's endorsement.

POLICY ON USE OF TNI LOGO

Mr. Sotomayor expanded the scope of the policy to include marks, including trademarks. To facilitate discussion of the policy, he forwarded definitions of trademark, and service, certification, and collective marks, as well as a list of potential marks and logos that would be covered by the policy.

The committee noted that it was likely that all the marks listed would be used by TNI and that including the work "mark" on the policy was warranted. The committee felt that the term "mark" covered all symbols that were used by the Institute and its programs and decided to eliminate the word "symbol" from the policy. Mr. Sotomayor will make the needed changes and forward a revised version of the policy for the committee to cast a vote electronically.

The committee reviewed the list of logos, marks, and symbols compiled for discussion. Mr. Jerry Parr clarified that there was a single TNI Logo, the half Sun and that NELAP had two, a half Earth and a full Earth. The committee noted that at some point the approvals granted by A2LA to proficiency testing (PT) providers would need some protection. Should TNI endorse any training courses for assessors or the general membership, the marks used to that would also need to be covered by the policy.

Mr. Steve Stubbs questioned whether logos and marks had to be approved before use. The committee felt this was under the purview of the TNI Board and recommended compiling a graphic list of logos and marks for the TNI Board to consider at the time the policy would be presented for endorsement. Mr. Jerry Parr will assemble the list to present to the TNI Board by its December meeting.

NEXT STEPS

The committee agreed to allocate time during its future teleconferences to discuss the presentation it would give at the Newport Forum.

The committee considered the timeline for the implementation on the SOPs 1 – 100 (Format Guidelines for SOPs) and 1 – 101 (Operations of TNI Committees and Boards). The committee felt that an implementation date of January 1, 2008 would be appropriate for the two SOPs.

The committee has also been charged with drafting a set of administrative policies and SOPs dealing with among other areas, purchasing, re-imbursement of expenses, and contracting for services. The committee agreed to start drafting these documents after the Newport Forum and to complete drafts by April 2008.

The committee also considered drafting a general policy on appeals, based on feedback it had obtained from committee and TNI members.

ADJOURNMENT

The meeting was adjourned at 3:30 PM ET. The committee will meet again by teleconference on November 5, 2007.

**COMMITTEE MEMBERS
TNI
POLICY COMMITTEE
OCTOBER 22, 2007**

Member	Affiliation/Representing	Contact Information
Alfredo Sotomayor, Chair	Wisconsin Department of Natural Resources	T: 608-266-9257 E: Alfredo.Sotomayor@dnr.state.wi.us
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**TNI
POLICY COMMITTEE MEETING
OCTOBER 8, 2007**

ACTION ITEMS GENERATED AT THIS MEETING

Item No. Meeting Date	Action	Date to be Completed
1. 10/22/07	Mr. Sotomayor will complete changes to SOP 1 – 102 and Pol-103 for the committee to consider.	10/23/07
2. 10/22/07	The committee will vote via electronic mail on SOP 1 – 102 and Pol-103.	10/26/07*
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
4. 10/22/07	The committee will complete drafts of a set of basic TNI administrative policies and SOPs.	04/04/08

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
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
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

* Because there was an editorial error in the copy of Pol-103 that Mr. Sotomayor forwarded, a corrected version was issued and the voting deadline was extended to October 31, 2007.

The NELAC Institute (TNI)
Policy Committee

October 22, 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 |
| 2:40 | Policy on Use of TNI Logos |
| 3:20 | Next Steps |
| 3:25 | Adjournment |