

**SUMMARY OF THE
TNI
POLICY COMMITTEE MEETING**

NOVEMBER 19, 2007

The Policy Committee of The NELAC Institute (TNI) met on November 19, 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 informed that there were a few committee members that had not voted on the SOP on “Decision-Making Rules” and the policy on “Use of TNI Logos and Marks”. He wanted to allow all committee members to cast a vote before forwarding the documents to the TNI Board for endorsement. He expected that the TNI Board would consider the two documents at its December 12 meeting.

RECORDS MANAGEMENT POLICY

Mr. Sotomayor informed the committee that he had received an urgent request to craft a policy regarding the management of TNI records, and in particular, those associated with the accreditation body (AB) evaluations performed under the National Environmental Laboratory Accreditation Program (NELAP). Mr. Sotomayor collaborated with Mr. Jerry Parr, Mr. Steve Arms, and Ms. Carol Batterton and produced a document that was approved by the TNI Board of Directors at its November 14 meeting. The policy will be supplemented by an SOP and Mr. Arms, the TNI Secretary, would be responsible for its implementation.

TNI BOARD APPROVAL OF SOP 1 – 100 AND 1-101

Mr. Sotomayor confirmed that the TNI Board had endorsed the SOPs on SOP formats and board and committee operations with a few minor editorial changes. The TNI Board requested that at its next revision of the SOP on SOP formats the committee consider defining what might constitute a substantial revision and procedures for designating draft documents intended for committee use only.

GENERAL DISCUSSION ON APPEALS

Mr. Sotomayor explained that it seemed logical to consider discussing appeals after agreeing on the procedures for decision-making by committees and boards, since appeals by nature involved challenges to final decisions. Committee members and some TNI members had approached Mr. Sotomayor about creating procedures for registering and deciding on appeals. He wanted to start the process of crafting some documents so that procedures would be available proactively.

Committee members in attendance discussed in general terms the distinction between appealing the content of a decision and appealing the procedure for arriving at a decision. The latter was a more commonly appealable matter. The committee also discussed briefly elements of due process that would be expected in appeals, deadlines that might be instituted, who could register appeals, and stepped processes for registering them.

Mr. Sotomayor envisioned at least two documents on the subject: a general policy about due process and decisions that could be appeal, and an SOP describing general processes to be implemented by TNI programs, considering their unique characteristics.

The committee agreed that it would be easier to review existing appeal procedures and to use those to guide drafting the TNI Procedures. Mr. Sotomayor agreed to forward explanatory documents and some examples on appeals procedures for the committee to consider at a future meeting.

NEXT STEPS

The committee will meet again by teleconference on December 3, 2007. The committee will concentrate on discussing the Newport session and presentation during its next meetings.

[Note: The December 3, 2007 meeting was cancelled. The committee will meet again on December 17, 2007.]

ADJOURNMENT

The meeting wad adjourned at 3:25 PM (ET).

**COMMITTEE MEMBERS
TNI
POLICY COMMITTEE
NOVEMBER 19, 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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JoAnn Boyd	Southwest Research Institute	T: 210-522-2169 E: jboyd@swri.org
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Carol Schrenkel (Absent)	Lionville Laboratory Inc.	T : 610-280-3013 E : schrenkc@lionvillelab.com
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NOVEMBER 19, 2007**

ACTION ITEMS GENERATED AT THIS MEETING

Item No. Meeting Date	Action	Date to be Completed
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
3. 11/19/07	Mr. Sotomayor will forward SOP 1 -102 and POL-103 to the TNI Board for endorsement.	12/10/07

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
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

The NELAC Institute (TNI)
Policy Committee
November 19, 2007
2:00 – 3:25 PM (ET)

AGENDA

- 2:00 Attendance
- 2:05 Announcements
- Status of Action Items
- 2:10 Records Management Policy
--Records SOPs
- TNI Board Approval of SOP 1-100 and 1-101
- 2:40 General Discussion on Appeals
- 3:05 Policy Committee's Products for Appeals
- 3:20 Next Steps
- 3:25 Adjournment