

**SUMMARY OF THE
TNI
POLICY COMMITTEE MEETING**

MARCH 31, 2008

The Policy Committee of The NELAC Institute (TNI) met on March 31, 2008 at 11:30 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 and of uncompleted ones generated during previous meetings is included in Attachment B. The meeting agenda is given in Attachment C.

MINUTES OF PREVIOUS MEETING AND STATUS OF ACTION ITEMS

Mr. Sotomayor asked committee members to review the minutes of the last meeting and to forward any changes to him by April 4, 2008. He will then forward the minutes for posting on the TNI Website.

Mr. Sotomayor briefly reviewed the status of action items from previous meetings. He notified the National Environmental Laboratory Accreditation Program (NELAP) of the committee's endorsement of the Standard Operating Procedures (SOPs) on Standards Review and Acceptance and Dispute Resolution. He intended to send a message to the Field Sampling and Measurement Committee of the Consensus Standards Development Program (CSDP) communicating the Policy Committee's concern on the document on the accreditation process of field sampling and measurement organizations.

Mr. Sotomayor noted that the committee had a number of pending action items. He was concerned about allocating time to developing administrative policies and SOPs.

PROGRAM AND COMMITTEE UPDATES

Program and committee representatives on the Policy Committee provided a brief update of their groups' activities:

- **Advocacy:** The committee did not have any updates to report.
- **CSDP:** The CSDP Board was reviewing the accreditation process and implementation of TNI Standards by accreditation bodies (ABs). The On-Site Assessment Committee had posted two surveys on the TNI Website. One was aimed at accredited laboratories and the other at assessors.
- **Proficiency Testing (PT) Board:** The PT Board was considering revisions to its SOP on voting to clarify when a member should be recused from voting or discussion. The Board had started the process of re-accreditation of the proficiency testing provider accreditor (PTPA) and was reviewing the relevant SOP.

- **NELAP:** The NELAP Board continued to make progress on the renewal evaluations of the ABs. Some on-site evaluations had already been scheduled and the corresponding evaluation teams had been formed. The NELAP Board discussed whether its members had to be TNI members, and decided, based on the provision for having non-member affiliates in the CSDP, that TNI membership was not required to be part of the NELAP Board.
- **Technical Assistance:** The committee had been planning for the topics and sessions to be offered during the Assessment Forum of the TNI meeting in Washington DC. The committee was also finalizing answers to a series of “frequently asked questions” (FAQs) to be posted on the TNI Website.
- **Laboratory Accreditation Systems Committee (LASC):** The LASC completed an SOP on Standards Interpretation that was also approved by NELAP.
- **Administration:** The Website Committee had made good progress on the Website’s redesign and was considering formats for posting documents and applications.
- **TNI Board of Directors:** The TNI Board had a brief meeting on March 27, 2008, to consider a personnel matter regarding elections to the board.

POSSIBLE CHANGES TO BYLAWS

The TNI Board of Directors asked the Policy Committee to review the bylaws to determine if more clarity could be added to the sections dealing with stakeholder groups and the election of directors. The TNI Board also asked the Policy Committee to consider whether the stakeholder groups defined in the bylaws represented well the entire TNI membership.

The bylaws currently recognize three stakeholder groups: accrediting bodies, accredited laboratories, and a third group for all others that do not fit into the first two groups (“all others”). The committee noted how that system reflected the stakeholder definitions of ANSI which, in the context of accreditation standards, recognize users, producers, and others. The committee concluded that the existing stakeholder group definition was inclusive of all TNI members and was still sufficiently general to accommodate several subcategories of members within a stakeholder group.

Mr. Steve Stubbs moved to retain the stakeholder groups currently defined in the bylaws. Ms. Carol Schrenkel seconded the motion. The motion carried unanimously.

The committee also discussed or reached conclusions about the following items:

- The section (Article VI, Section 2) on balanced representation dealing with stakeholder groups could be highlighted by moving it to Article XI. This would also clarify that balanced representation was desirable for all programs.
- Article IV, Section 1 should change the sentence “At least three (3) Directors shall be representative of...” to “At least three (3) Directors shall be affiliated with...” Other sentences in the section could be changed to convey that Directors are not “official

representatives” of a specific stakeholder group, but were employed or associated with the specific group.

- Article V, Section 8 could add to the duties of the Secretary the upkeep and custodianship of the bylaws.
- The committee discussed generally whether procedures for soliciting directors to the TNI Board should be included in the bylaws. There was a sentiment that that level of detail should be relegated to an SOP, but the committee did not reach a conclusion on it.
- The committee thought it would be a good idea to use this opportunity to clean-up certain sections of the bylaws from provisions that were required to address unique conditions during the creation of the Institute.

WORK PLANNING

The committee deferred discussion of this item to its next meeting.

NEXT STEPS

Mr. Parr will make changes to the discussion draft of the TNI Bylaws to reflect the agreements reached by the committee.

NOTE: The committee’s scheduled meeting for April 14, 2008 was cancelled. The committee will meet again on April 28, 2007.

ADJOURNMENT

The meeting was adjourned at 1:00 PM (ET).

**COMMITTEE MEMBERS
TNI
POLICY COMMITTEE
MARCH 31, 2008**

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	
JoAnn Boyd	Southwest Research Institute	T : 210-522-2169 E : jboyd@swri.org
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Carol Schrenkel	Lionville Laboratory Inc.	T : 610-280-3013 E : schrenkc@lionvillelab.com
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**TNI
POLICY COMMITTEE MEETING
MARCH 31, 2008**

ACTION ITEMS GENERATED AT THIS MEETING

Item No. Meeting Date	Action	Date to be Completed
1. 03/31/08	Mr. Parr will make changes to the bylaws draft for the committee to consider at its next meeting.	04/14/08

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.	12/03/07
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. 03/03/08	The committee will discuss its annual report and work planning.	03/17/08
2. 03/17/08	Mr. Sotomayor will notify the Field Activities Committee the concerns related to the "Accreditation Process Policy for Field Sampling and Measurement Organizations."	03/31/08
3. 03/17/08	Mr. Sotomayor will forward the NELAP SOPs of Standard Acceptance and Dispute Resolution to the TNI Board of Directors for endorsement.	04/02/08

Item No. Meeting Date	Action	Date to be Completed
4. 03/17/08	The committee will prepare a brief message for the TNI Board of Directors requesting endorsement of the committee's role in reviewing and resolving concerns of members regarding TNI committees and programs.	04/04/08

The NELAC Institute (TNI)
Policy Committee

March 31, 2008

11:30 AM – 12:55 PM (ET)

AGENDA

- 11:30 Attendance
- 11:35 Minutes of Previous Meeting
- Status of Action Items
- 11:40: Program and Committee Updates
- 11:55 Possible Changes to Bylaws
- 12:25 Work Planning
- Charter
 - SOPs to Draft
 - Annual Report
- 12:50: Next Steps
- 12:55: Adjournment