

**SUMMARY OF THE
TNI
POLICY COMMITTEE MEETING**

FEBRUARY 18, 2010

The Policy Committee of The NELAC Institute (TNI) met on February 18, at 1:00 PM (ET) by teleconference.

Chairperson Mr. Alfredo Sotomayor, of the Wisconsin Department of Natural Resources, led the meeting. A list of committee members and their attendance 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.

WELCOME AND ROLL CALL

Mr. Sotomayor welcomed committee members and in particular Mr. John Moorman who is representing the National Environmental Laboratory Accreditation Program (NEFAP) in the Policy Committee, and Ms. Mei Beth Shepherd who attended as an associate.

ANNOUNCEMENTS

Mr. Sotomayor noted that NEFAP would be sending a series of policies and SOPs for the committee's review. The documents were posted on the TNI Website with a request for comments. At the conclusion of the comment period, NEFAP would make the documents final, approve them, and then submit them to the Policy Committee.

Mr. Sotomayor had an SOP from the Proficiency Testing (PT) Board pending for review by the Policy Committee, but he needed to determine if a newer version superseded the SOP he received. He also would forward the latest revision of the SOP 5 – 100 on “Standards Interpretation SOP” from the Laboratory Accreditation System Committee (LASC) for the committee to consider at its meeting on March 2, 2010.

SOP REVIEW

SOP 2 – 100: Procedures Governing Standards Development

Mr. Robert Wyeth explained that SOP 2 -100 had been revised to make clear that the process of implementing a tentative interim amendment (TIA) to the standard would not re-open the rest of the standard as a voting draft.

Ms. Silky Labie made a motion to endorse the latest revision of SOP 2 -100. Mr. Gary Dechant seconded the motion. Attending committee members endorsed the SOP unanimously.

Mr. Sotomayor will forward the SOP to the TNI Board for consideration at its next meeting.

SOP 2 – 101: Procedures for Expert Committee Operations

Mr. Wyeth briefed the committee on the changes the Consensus Standards Development Board (CSDB) made to SOP 2 – 101. The majority of the changes were made to align the text of the SOP with actual practices. In particular, the announcement of committee vacancies, the deadlines for the nomination, approval, and appointment of members had been revised to be more realistic and efficient.

The committee offered some suggestions to Mr. Wyeth regarding timelines and notifications. After discussion, Mr. Wyeth agreed to take the SOP back to the CSDB for additional changes before the committee reconsiders the SOP.

Mr. Wyeth offered that the CSDB would revise SOP 1 -101, Operations of TNI Committees and Program Boards, to mirror the changes made to SOP 2 – 101.

Resolving TNI Standards Interpretation Issues Between NELAP-Recognized Accreditation Bodies

Ms. Susan Wyatt presented a draft of this SOP to the Policy Committee at the Chicago meeting. NELAP had not made the draft final, but was requesting comments from the committee. Mr. Steve Stubbs briefed the committee on the genesis and purpose of the document. The process described in it was strictly voluntary and would be used by mutual agreement between accreditation bodies (ABs). If ABs could not agree to use the process, the matter in question would be considered by the NELAP Board Chair.

The committee noted that the title of the SOP needed to be changed, since the SOP was not intended to deal with standards interpretation disagreements. The committee also noted that the SOP language was dense and wondered if it could be simplified or streamlined.

Mr. Stubbs agreed to inform Ms. Wyatt about the committee's discussion.

POL 105: CREATION AND USE OF GUIDANCE

[NOTE: Previous versions of the policy were incorrectly numbered POL 104.]

The committee reviewed the latest version of the POL 105. This version reflected the discussion during the Chicago meeting in January 2010 expanding the disclaimer section.

Attendees reacted favorably to the last version of the POL 105. Because some members left the teleconference early, Mr. Sotomayor agreed to call for an electronic vote on the SOP.

SOP FOR CREATING GUIDANCE

Mr. Sotomayor provided the committee with an expanded draft of the SOP for creating guidance that reflected the discussions at the Chicago meeting. He briefly noted some highlights from the document, but the committee deferred full discussion of the draft to the next committee meeting.

COMPLAINT RESOLUTION PROCESS

The committee has been tasked with devising a complaint resolution process for the entire Institute. Mr. Sotomayor distributed a document that had been approved by the TNI Board expanding the role of the Policy Committee to include conflict resolution.

Mr. Sotomayor also distributed a spreadsheet containing a list of attributes for a possible complaint resolution process with a grading scale. He asked committee members to review and complete if for discussion at the next Policy Committee meeting.

NEXT STEPS

Action items are included in Attachment B. The Policy Committee will meet again on Tuesday, March 2, at 1:00 PM ET.

ADJOURNMENT

The meeting was adjourned at 2:25 PM (ET).

**MEMBERS AND ATTENDANCE
TNI POLICY COMMITTEE
FEBRUARY 18, 2009**

Member*	Affiliation/Representing	Contact Information
Alfredo Sotomayor, Chair	Wisconsin Department of Natural Resources	T: 608-266-9257 E : Alfredo.Sotomayor@Wisconsin.gov
	TNI Board	
Jerry Parr, Ex-Officio	TNI Executive Director	T: 817-598-1155 E: jerry.parr@nelac-institute.org
	TNI	
John Applewhite	St. Johns River Water Management District	T : 386-329-4418 E : japplewhite@sjrwmd.com
	Technical Assistance	
Jo Ann Boyd	Southwest Research Institute	T : 210-522-2169 E : jboyd@swri.org
	Laboratory Accreditation System	
Gerald Dechant	Analytical Quality Associates	T : 970-434-4875 E : gldechant@aol.com
	Proficiency Testing	
Silky Labie	Environmental Laboratory Consulting and Technologies	T : 850-656-6298 E : labie@comcast.net
	Consensus Standards Development	
John Moorman	South Florida Water Management District	T : 561-753-2400 E : jmoorma@sfwmd.gov
	National Environmental Field Activities	
Steve Stubbs	Texas Commission on Environmental Quality	T : 512-239-3343 E : sstubbs@tceq.state.tx.us
	National Environmental Laboratory Accreditation	
Susan Wyatt (Absent)	Minnesota Department of Health	T 651-201-5323 F : susan.wyatt@state.mn.us
	Advocacy	
Robert Wyeth	Columbia Analytical Services	T : 716-860-9108 E : rwyeth@caslab.com
	At Large	

*All members present, except as noted.

**TNI
POLICY COMMITTEE MEETING
FEBRUARY 18, 2010**

ACTION ITEMS GENERATED AT THIS MEETING

Item No. Meeting Date	Action	Date to be Completed
1. 02/18/10	Mr. Sotomayor will forward SOP 2 – 100 to the TNI Board for concurrence.	03/09/10
2. 02/18/10	Mr. Wyeth will bring the suggestions made by the committee on SOP 2 -101 to the CSDB for consideration.	04/02/10
3. 02/18/10	Mr. Wyeth will lead the revision of SOP 5 -101 to mirror changes approved to SOP 2 -101.	04/30/10
4. 02/18/10	Mr. Sotomayor will call for an electronic vote by the Policy Committee on POL – 105.	04/02/10
5. 02/18/10	Mr. Stubbs will contact Ms. Wyatt on suggestions to the NELAP SOP on resolving mutual interest matters between ABs.	03/02/10
6. 02/18/10	The committee will complete the Complaint Resolution Grid spreadsheet for discussion at the committee’s next meeting.	03/02/10
7. 02/18/10	Mr. Sotomayor will forward SOP 5 – 100 to the Policy Committee.	02/19/10

UNCOMPLETED ACTION ITEMS FROM PREVIOUS MEETINGS

Item No. Meeting Date	Action	Date to be Completed
	NOTE: All uncompleted action items from previous meetings have been moved to a spreadsheet. The minutes will reflect their discussion and completion as they happen.	

The NELAC Institute (TNI)
Policy Committee
February 18, 2010
2:00 – 3:30 PM (ET)

AGENDA

- 2:00 Welcome and Roll Call
- 2:05 Announcements
- NEFAP Progress
- 2:10 SOP Review
- SOP 2-100
--SOP 2-101
--“Resolving TNI Standard Interpretation Issues Between NELAP-Recognized Accreditation Bodies”
- 2:40 POL 105: Creation and Use of Guidance
- Discussion
--Approval
- 2:55 SOP for Creating Guidance
- Discussion
- 3:15 Complaint Resolution Process
- Reaching Agreement on Fundamentals
- 3:20 Next Steps
- 3:25 Adjournment