

Summary of Policy Committee Meeting
February 1, 2012

1. Roll Call

Alfredo Sotomayor, Committee Chair, called the meeting to order on February 1, 2012, at the Forum on Laboratory Accreditation in Sarasota, FL. The following members were present: Alfredo Sotomayor, Silky Labie, Mei Beth Shepherd, and Jerry Parr. Since there was not a quorum, no committee decisions could be made.

Following introduction of committee members, Alfredo stated that he would be re-evaluating committee membership to assure representation from all TNI programs.

2. Policy for PTs for FMSOs

Alfredo reported that he had received an email from Marlene Moore requesting Policy Committee approval of a policy for PTs for FMSOs. Several members of the committee questioned that this requirement was being done as a policy and not as a standard. Apparently this requirement was left out of the standard and it was felt that a policy was the easiest way to remedy the situation. The Policy Committee felt that it was more appropriate for PT requirements to be addressed through a tentative interim amendment (TIA). Even though there was no quorum, the committee can give this feedback to Marlene.

John Moorman, representing the Field Activities Committee (FAC) then joined the Policy Committee meeting. Alfredo explained the TIA process and that the FAC could begin that process today. All that is required is a committee vote by FAC, and posting the new language for two weeks. The process could be complete in 15 days and then FAC could begin the regular process to change their standard. Jerry Parr will explain this process to the FAC and talk to CSDB today.

3. Next steps for Policy Committee

Jerry requested that the Policy Committee review the status of SOPs and Policies in the queue and discuss the best approach for addressing them. Jerry, Alfredo and Ilona are planning to meet on Thursday to get everything in order. SOPs that need Policy Committee action include:

- Two from NEFAP on use of the seal
- Mutual recognition SOP from NELAP
- Evaluation SOP from NELAP
- Newsletter SOP from Advocacy

Jerry and Ilona will put together a list of what else is pending and a recommended priority for the committee. The Policy Committee also needs to begin reviewing guidance documents. A category for guidance documents needs to be added on the website.

Question: If an SOP is revised, does it need to come through the entire approval process again?

Answer: The Policy Committee SOP needs to be revised to address revisions. Perhaps the committee can just request a summary of changes to review and then approve the change.

4. Next meeting

The next meeting will be February 21, 2012 at 12 Noon Central time.

Regular meetings after that will be the first Tuesday of each month at 12 Noon Central time.