

**TNI Policy Committee
Meeting Summary
April 3, 2012**

1. Attendance

The meeting was called to order by the Chair at 1 pm EST. The following members were in attendance: Alfredo, Jerry, Bob, Gary, JoAnn, John, Mae Beth and Silky.

Alfredo asked everyone to review the minutes from the March 20th meeting and let him know about any changes within the week. If there are no comments, the minutes will be posted on the website.

Discussion on minutes: Questions were raised about abstention votes again. Jerry asked if the original concern could be sent back to the NELAP AC and they can review the process of abstentions. Not voting is the same as an abstention and some people were concerned about this concept and the impact on a 2/3 quorum vote. How are abstention votes treated in a 2/3 quorum vote? This does not need to be changed in the minutes, but needs to be considered in the next Agenda item.

2. Review SOP – NELAP Voting SOP (3-101) Review Form to NELAP AC/Policy Review

Add a comment about the abstention concern expressed above (#1).

(A) will be removed from the form. Ilona explained that this was discussed when the NELAP AC put the SOP together and they specifically wanted it in their voting SOP. They did not want it in the NELAP SIR SOP.

The committee was OK with the remainder of the comments. Alfredo will talk to Lynn and pass along the comments.

3. Review of SOPs

SOP: NELAP AB Evaluations (SOP 3-102 – Rev3)

Section 1 – None

Section 2 – None

Section 3 – Does bullet number 5 need some mention of the observation report prepared after the on-site where an AB is evaluated during their assessment of a lab? Information in 6.1 and 6.11 address this, so this is not necessary.

Section 4 –

Date of Recognition: Bob asked if this is the same for initial and continued recognition. Alfredo felt the answer was yes and needs no further action.

EPA Liaison: Bob wasn't sure if this was connected to the evaluations, but it was clarified that it is not. No further action is needed.

Comment: Need to consider third party ABs once this is more fully developed with the AB Task Force.

Gap Analysis: Bob asked why it has to be external to the team. JoAnn thought it was external to the lab. This needs some clarification. It may be appropriate to strike "performed by an independent external party".

Finding: John was concerned about how this is being used. There is also a definition for a Critical Finding. Bob noted that finding is not defined in Module 2 of the standard and the term critical finding is not found at all in the new standard. Section 5.5.1 of the SOP discusses deficiencies and findings. Deficiency is not defined in the SOP. There needs to be a consistent use of terms throughout the SOP. This definition needs some work. In addition, it should not read "assessment conclusion" if it relates to the AB evaluation. It should read "evaluation conclusion".

Mock Audit: Bob noted if this is a Gap Analysis, why are two terms needed? The term audit is also a concern – should be assessment or evaluation. It is suggested that they choose between the two – Mock "Audit" or Gap Analysis. Suggest use of Gap Analysis.

Temporary Certificate: Bob noted this is the first time that Certificate is discussed. Certificate is not defined in the SOP. Does this relate to the Provisional SOP? This needs to be narrowed to renewals and not initials.

The committee will continue to work on this SOP at the next meeting. People are encouraged to comment on the discussion board.

4. Action Items

See Attachment A.

5. Next Meeting

The next meeting of the Policy Committee will be April 17, 2012 at 1pm EST.

Action Items are included in Attachment A and Attachment B includes a listing of reminders.

The meeting was adjourned at 2:30pm EST.

Attachment B

Backburner / Reminders – TNI Policy Committee

	Item	Meeting Reference	Comments
1.	Look into need to include something about review schedule in all SOPs.	3/20/12	