

## **TNI Policy Committee Meeting Summary Friday, May 3, 2013**

### **1. Welcome, Roll Call and Announcements**

The meeting was called to order by the Chair at 11 am Eastern. Attendance is recorded in Appendix A.

### **2. Completion of Review of SOP 1-119, Travel Procedures**

Revisions discussed at the April 19 meeting were made and the documents circulated in advance of this meeting. For several of those concerns, wording adjustments were made in multiple places, which were highlighted for reviewers. The travel request and reimbursement forms were converted into spreadsheet format, both in one workbook, and will be displayed on the website as pdf attachments to the SOP, with the workbook available to travelers needing to use the forms.

Bob moved and Pat seconded that the revised documents be approved for presentation to the Board at its next meeting on May 8. Approval was unanimous.

### **3. Review of SOP 4-107, FoPT Table Management**

Committee members briefly discussed the use of FoPT tables by NELAP ABs as well as by other state certification programs. Labs are required to run proficiency testing samples (for analytes they perform for clients) only if that analyte is listed on the relevant FoPT table, and Jerry noted that a well and clearly defined process for adding analytes to the tables is essential. Participants decided to review the draft SOP section by section. The following points were made:

§ 1.0 – should note that the SOP does not apply to Stationary Source Audit Samples (and please spell out first use, whether here or in § 8.0. § 8.0 could be omitted if this point is noted in § 1.0, since the process descriptions for SSAS tables are not relevant to this SOP.)

§ 3.0 – would benefit greatly from a complete definition of FoPT tables, including descriptions of the components and sources of data for the fields or components of those tables. (Committee members are unaware of any other place where this is documented.)

§ 3 -- definition of AB should be modified to encompass all TNI-recognized entities, including non-governmental ones, or else use the ISO definition

§ 4.0 ¶ 1 – since this seems to be a listing of all elements of FoPT tables, might it be preferable to spell out which changes are not modifications, which seems to be in § 4.2 now

§ 4.0 ¶ 2 – this process information would seem to fit better in § 5.0

§ 4.0 ¶ 3 – this information about approval process would seem to fit better at the end of § 5.0

§ 4.1 – would seem to fit better in § 7.0. Additionally, participants noted the need for a notification mechanism for the non-TNI users of FoPT tables, and requests that either the PT Executive Committee consider this issue.

§ 5.0. – for the final bullet (“Subcommittee availability to process request,”) participants noted that the subcommittee does exist, so perhaps this could be rephrased as a scheduling issue rather than “availability?”

§ 5.0 ¶ 4 – recommend setting a maximum length of time rather than a range, and specify time as “from receipt of request,” (or other selected time point) to avoid confusion about when the count begins. Ditto for § 6.0 ¶ 4.

§ 7.0 ¶ 2 – items 1 and 2 were already addressed as “review time,” so is it appropriate to include this same time period within the “implementation” timeframe?

§ 9.0 – please include SOP 1-109, “Establishing, Validating, and Maintaining Analyte and Method Codes”

§ 11.0 Appendix A – we noted that adding an additional FoPT table to this appendix would be an “editorial” change that could be approved by the Policy Committee Chair directly.  
§ 11.0 – please include the FoPT Analyte Request Application form as an Attachment to the SOP

**5. Action Items**

See Attachment B.

**6. Next Meeting**

The next meeting of the Policy Committee will be Friday, May 17, 2013, at 11 am Eastern. Review of the NEFAP items is next in the queue, unless the revisions to the first Position Statement are returned by Advocacy Committee.

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

The meeting was adjourned at 12:30 pm Eastern.

**Attachment A**

Name/Affiliation	Representing	Present
Alfredo Sotomayor, Chair Wisconsin Dept. of Natural Resources, Madison, WI <a href="mailto:alfredo.sotomayor@Wisconsin.gov">alfredo.sotomayor@Wisconsin.gov</a>	TNI Board	Yes
JoAnn Boyd Southwest Research Institute, San Antonio, TX <a href="mailto:jboyd@swri.org">jboyd@swri.org</a>	Lab and FSMO	No
Patrick Brumfield Sigma-Aldrich RTC, Laramie, WY <a href="mailto:patrick.brumfield@sial.com">patrick.brumfield@sial.com</a>	PT Executive Committee	Yes
Silky Labie Env. Lab. Consulting & Technology, LLC Tallahassee, FL <a href="mailto:elcatllc@centurylink.net">elcatllc@centurylink.net</a>		No
John Moorman South Florida Water Management District West Palm Beach, FL <a href="mailto:jmoorma@sfwmd.gov">jmoorma@sfwmd.gov</a>	NEFAP Executive Committee	No
Mei Beth Shepherd <a href="mailto:mbshep@sheptechserv.com">mbshep@sheptechserv.com</a>		Yes
Susan Wyatt, Vice Chair Minnesota DOH, St. Paul, MN <a href="mailto:susan.wyatt@state.mn.us">susan.wyatt@state.mn.us</a>	NELAP AC	No
Bob Wyeth Pace Analytical Services, Inc., West Seneca, NY <a href="mailto:bob.wyeth@pacelabs.com">bob.wyeth@pacelabs.com</a>	CSD Executive Committee	Yes
Jerry Parr (ex-officio) Executive Director, TNI <a href="mailto:Jerry.Parr@nelac-institute.org">Jerry.Parr@nelac-institute.org</a>		Yes
Lynn Bradley, Program Administrator The NELAC Institute (Staunton, VA) <a href="mailto:lynn.bradley@nelac-institute.org">lynn.bradley@nelac-institute.org</a>		Yes

**Attachment B**

**Action Items – TNI Policy Committee**

	<b>Action Item</b>	<b>Who</b>	<b>Expected Completion</b>	<b>Comments/ Completion</b>
34	Review NELAC chapter 6 for needed policies and SOPs, applicable to the AC	Susan	3/15/13	
39	Contact Board Chair for additional concerns about Bylaws and relay to Bob	Jerry	ASAP	
43	Wordsmith language from SOP 2-100 concerning interest/stakeholder groups for inclusion into revised Bylaws XI § 5	Jerry	4/19/13	
44	Revise SOP 1-119 per discussion and prepare spreadsheet versions of forms	Lynn	5/2/13	5/4/13
45	Prepare form to return Position Statement 1204 to Advocacy Committee	Lynn/Alfredo	4/30/13	4/29/13
46	Prepare form to return SOP 4-107 to PT Executive Committee	Lynn/Alfredo	5/6/13	
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48				
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50				

**Attachment C**

**Backburner / Reminders – TNI Policy Committee**

	<b>Item</b>	<b>Meeting Reference</b>	<b>Comments</b>
1.	Look into need to include something about review schedule in all SOPs.	3/20/12	
2	Include mention of abstentions in SOP 1-102 revision (or elsewhere,) to ensure that intentional choice of appropriate wording is made in committee decision making choices	10/5/12	
3	In SOP 1-101, "Committee Operations," or else SOP 1-102, "Decision Making...", some mention of "default" decision making rules would be beneficial, since most committees do not have documentation of their decision processes.	10/22/12	SOP 1-102 discusses various options and situations where one might work better than others, but SOP 1-101 refers to 1-102 as if it sets a default.
6	--- (placeholder, 4&5 were completed)		