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

The meeting was called to order by the Chair at 11 am Eastern. Attendance is recorded in Attachment 1. Alfredo noted that any changes to the previous meeting’s minutes should be requested within a week.

2. **New NEFAP Representative to Policy Committee**

NEFAP identified Calista Daigle as the person to represent NEFAP on Policy Committee. With a quorum present, Mei Beth nominated and Silky seconded Calista’s membership in the committee. Approval was unanimous.

Calista was invited to join the meeting a little bit late, so that she is not present during the voting on her nomination, but joined in time to discuss the Quality Management Plan (below).

3. **Position Paper on PT from Advocacy Committee**

Alfredo offered his philosophy that Policy Committee’s role in approving Position Papers is “Passive” – that is, ensuring that new positions do not conflict with existing policies, procedures or positions of the organization but not challenging the actual “position” supported.

Ilona noted that, in the Acknowledgements section of the document, the full committee name should be used, Proficiency Testing Program Executive Committee. This is an editorial change that should not require re-approval by either committee.

Mei Beth moved and Lynn Boysen seconded that this document be approved with the change noted. Approval was unanimous, and the position paper will be shared with the TNI Board for its endorsement, at the next meeting. NOTE: The Advocacy Chair and PA have been notified.

4. **TNI Draft Final Quality Management Plan**

A near-final version of this Quality Management Plan (QMP) for TNI was distributed at the Strategic Planning Meeting in October 2014. A few more details needed to be worked through and included, and those are now included.

Lynn summarized the extended development process of this plan, and how it has evolved over several years from having designated part-time “quality staff” to a more distributed “quality function” that essentially relies on the involvement of TNI’s Program Administrators to ensure consistency, plus systematic internal audits over time, with the Board Chair holding the ultimate authority and responsibility, while relying on others to carry through with the plan.

One Board member had offered a different format, based on the EPA plans, but committee members agree that the current format and plan looks more like what’s needed for an organization that does not actually use environmental data, per se, for either primary or secondary purposes, but rather just seeks to ensure that its processes and procedures are consistently followed.

A section by section review of the plan document produced the following comments:

- The signature page is appropriate
- The Table of Contents should be revised to match the actual contents
§1.0 – 4th sentence, drop the “s” from includes, as subject of sentence is plural
§1.1 – 1st sentence should begin “The mission…” since that is the word used in the
header and the organization’s mission statement.
§1.2 – 1st sentence, please revise to read “TNI operates on the premise that all affected
stakeholders have the opportunity to fully participate…” 1st bullet should end with a
comma, and should be changed to read “Accreditation Bodies and other entities that…”
§1.3 – identify acronym for organization, add “(ANSI)” at end
§2.0 – 1st sentence, replace “unusual” with “exemplary,” replace “over 900” with “a large
number of scientists…” and add “(NEMC)” at end of final sentence
§2.1 – please reword the 1st paragraph to eliminate reference to number of committee
members, as this is covered in SOPs, then add a list of the 5 program areas. Drop 1st
bullet, leaving 2nd and 3rd bullets in place
§3.1 – 2nd sentence, stop after “senior manager for quality.” (No QA Director will exist.)
§3.4 – last sentence, replace QA Director with “Chair”
§3.5 – last sentence, add “once available” to end.
§4.1 – 2nd sentence of 1st paragraph, replace “or” with “of”
§4.2 – eliminate phrase about submitting charters to Board for approval, since some
committees submit to their executive committee – may need to clarify whether Board
actually wants to approve all charters?
§4.4 – consider identifying who needs to initiate charter revision process
§5.1 – end of 1st paragraph, indicate that performance is assessed “periodically.” The
committee discussed this and realize that on-going discussions and staff meetings
include many aspects of performance, such as workload distribution and that acute
problems are typically addressed as they arise, so that while it may not be formal review,
performance reviews are occurring continually.

The review of the QMP will resume with the second paragraph of §5.1, at the next committee
meeting. Ilona noted that she has some comments on the attachments to the QMP, so Alfredo
asked her please to return for the next meeting and to bring those comments.

5. Next Meeting

Policy Committee will meet again on Friday, May 1, 2015, at 11 am Eastern. Documents and
teleconference information and an agenda will be circulated in advance of the meeting. Unless
another priority arises, we will continue reviewing the draft final TNI Quality Management Plan.

Action Items are included in Attachment B and Attachment C includes a listing of reminders.
<table>
<thead>
<tr>
<th>Name/Affiliation</th>
<th>Representing</th>
<th>Present</th>
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</table>
| Alfredo Sotomayor, Chair  
Wisconsin Dept. of Natural Resources, Madison, WI  
asotomayor@mmsd.com | TNI Board | Yes |
| JoAnn Boyd  
Southwest Research Institute, San Antonio, TX  
jboyd@swri.org | Lab and FSMO | No |
| Lynn Boysen  
MN ELAP  
Lynn.Boysen@state.mn.us | NELAP AC | Yes |
| Silky Labie, Vice Chair  
Env. Lab. Consulting & Technology, LLC  
Tallahassee, FL  
elcatlc@centurylink.net | | Yes |
| Calista Daigle  
calista.daigle@moellerinc.com | NEFAP Executive Committee | Yes |
| Mei Beth Shepherd  
mbshep@sheptechserv.com | | Yes |
| Eric Smith  
ALS  
eric.smith@alsglobal.com | PTP Executive Committee | Yes |
| Bob Wyeth  
Retired  
rfwyeth@yahoo.com | CSD Executive Committee | No |
| Jerry Parr (ex-officio)  
Executive Director, TNI  
Jerry.Parr@nelac-institute.org | | No |
| Lynn Bradley, Program Administrator  
The NELAC Institute (Staunton, VA)  
lynn.bradley@nelac-institute.org | | Yes |
| Ilona Taunton, Program Administrator  
ilona.taunton@nelac-institute.org | Will continue to participate until QMP review is completed, at Chair’s invitation | Yes |
## Attachment B

### Action Items – TNI Policy Committee

<table>
<thead>
<tr>
<th>Action Item</th>
<th>Who</th>
<th>Expected Completion</th>
<th>Comments/ Completion</th>
</tr>
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<tbody>
<tr>
<td>60</td>
<td>Send request for review of POL 5-100 to NEFAP EC</td>
<td>Alfredo</td>
<td>April 2014</td>
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<td>73</td>
<td>Complete and transmit to PTPEC Chair a package of Policy Committee Review Forms for SOP 4-102, 4-105 and 4-107, accompanied by a note that review of the PTPEC Evaluation SOP 4-104 will be postponed pending its revision after V3&amp;V4 of the TNI ELSS standard is completed</td>
<td>Alfredo</td>
<td>November 2014</td>
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<tr>
<td>78</td>
<td>Revise SOP 2-100 per committee comments and request re-vote by CSDEC</td>
<td>Bob</td>
<td>March 30</td>
</tr>
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<td>79</td>
<td>Compile comments on all reviewed NEFAP SOPs and send to Alfredo for transmission to NEFAP Chair</td>
<td>Lynn</td>
<td>Mid-April</td>
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<tr>
<td>Item</td>
<td>Meeting Reference</td>
<td>Comments</td>
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<tr>
<td>1. Look into need to include something about review schedule in all SOPs.</td>
<td>3/20/12</td>
<td></td>
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<td>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</td>
<td>10/5/12</td>
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<td>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.</td>
<td>10/22/12</td>
<td>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.</td>
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<td>6. New Committee Charter format should include listing for Executive Director as ex officio member for all committees (per Bylaws.)</td>
<td>9/20/13</td>
<td>Charter format to be upgraded to address committee annual budgets later this year</td>
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<td>7. Next revision of Pol 1-122 include addition of a sentence addressing the possibility of additional stakeholder categories.</td>
<td>2/21/14</td>
<td>Committees may add an additional stakeholder category with approval of TNI Board</td>
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<td>8. When the CSD PEC charter is next updated, it should clarify which committees have added stakeholder categories and note that Board approval is required and was obtained for including those additional representatives in the committee(s.)</td>
<td>2/21/14</td>
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<td>9. Revise SOP 1-100 (SOP on SOPs) to address use of bullets and alternative numbering systems</td>
<td>9/5/14</td>
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<td>10. Revise Guidance SOP 1-105 to note that a new approval request is required for updates to existing guidance products</td>
<td>10/3/14</td>
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<td>11. Create SOP for document review of Policy committee documents (which will automatically require Board review)</td>
<td>10/17/14</td>
<td>Grew out of streamlining the approval process for SOPs and Policies</td>
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<td>12. Revise how TNI refers to its own training courses, prepared and presented to train individuals for the accreditation and peer review (evaluation) processes. Typically, these are courses required in order to perform a specific function, yet are not referred to as a credential, per se, but are designed and presented under contract to TNI and thus implicitly endorsed by</td>
<td>1/23/15</td>
<td>From discussion about language used in SOP 5-101 (TNI-recognized training) versus usage elsewhere as just “TNI training” (e.g., NELAP Evaluation SOP 3-102)</td>
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<td>the organization.</td>
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