1. Welcome, Roll Call and Announcements

The meeting was called to order by Silky at 11:00 am Eastern. Patsy was unable to attend. Attendance is recorded in Attachment 1. There were no comments on the July 14 minutes.

2. Final Approval of NEFAP Voting SOP 5-102

The revised NEFAP Voting SOP 5-102 was approved by the NEFAP Executive Committee and submitted for final approval. In reviewing the document prior to the meeting, Silky had offered some edits (being unaware of the agreement reached at the June 16 meeting), but those edits were rejected as changing the agreed-upon workings of an abstention. Also, with the substantial change to the abstention process, the revision will become Revision 3, rather than 2.1.

Calista moved and Eric seconded that the SOP be approved as presented. Approval was unanimous. After the vote, Eric offered one minor technical edit, which Ilona will make before providing the final version for Board approval.

3. Review and Approval of LASEC SIR Management SOP 3-105

This SOP was updated so that its wording would match the language approved in the 2016 Request to Develop Guidance concerning “implementation guidance” and to include the requirements that such guidance must meet, as approved by Policy Committee. The “implementation guidance had previously been referred to as clarification in the SOP.

In her pre-meeting review, Silky offered some edits that included spelling out all acronyms and fixing the paragraph numbering. Mei Beth moved and Eric seconded to approve the revised SOP with Silky’s edits included. Approval was unanimous. This SOP will be offered to the Board for its endorsement at the next meeting.

4. Review of NELAP General Operations SOP 3-100

This document was drafted but never approved, nearly a decade ago. It was updated with terminology and references to the NEFAP Voting SOP 3-101, and language was added addressing the election of the NELAP Chair and Vice Chair. Lynn asked that special attention be given to the elections language during review. The following comments were offered:

§5.2.3 – fix the commas and refer to the voting SOP rather than describing the two-thirds vote, to say that “election of the Chair will be considered a ‘matter of accreditation’ in accordance with SOP 3-101.” Same for Vice Chair, below.
§5.2.4 – note that the 3-year vote may affirm continuance of the chair, and explain that there is no term limit set. Same for Vice Chair, below.
§5.2.5 – include notation that a new Vice Chair shall be elected if the current Vice Chair is no longer willing or able to serve. Same for Chair, above.
§5.2.6 – describe that the Chair is elected first and then the Vice Chair follows. Note that elections for Chair and Vice Chair are independent events and may occur at separate times, according to the needs and desires of the Council and the incumbents.
§5.2.7 – eliminate first sentence.
5. Review of NEFAP Complaint, Appeal and Dispute Resolution Procedures

This SOP was updated as part of a routine review of NEFAP SOPs. As part of the update, NEFAP determined to expand its applicability beyond the NEFAP AB recognition program, to encompass the entire NEFAP.

Comments during the review are noted below:
§2 – add “appeal” to the first line and change the close of the paragraph to say “address the issue” rather than repeating the three possibilities.
§3 – add reference to the NEFAP Voting SOP
§4 – in the definition of complaint, change the reference to “field activities program” to NEFAP, and add a definition of the NEFAP Executive Committee.
§5.1.2 – add reference to the location of a definition for “conflict of interest.” Participants recommended splitting the paragraph into two (or more) parts (however numbered) and including more explanation about retaining balance in the subcommittee and avoiding multiple uses of the term, complaint, in the same sentence.

At this point, the meeting time ran out. Since there were no additions made to the SOP beyond §5.1.2, the review is considered complete and the document returned to NEFAP for revision.

6. Future Meetings

The next teleconference of Policy Committee is scheduled for Friday, September 1, 2017, at 11 am Eastern. An agenda and documents will be circulated in advance of the meeting.

The meeting after that is scheduled for September 15, 2017.

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

§5.3.2 – include “this authority/responsibility may be delegated to the Vice Chair, as needed.”
§5.3.3 – refer to Chair, Vice Chair and PA for setting agenda
§5.4.1 – needs a period. Also, check the number sequencing.
§6 – add “none”
§8(?) – check to see if “matter of accreditation” is defined in SOP 3-101

This SOP will be returned to the NELAP AC for revision in accordance with the comments noted.
<table>
<thead>
<tr>
<th>Name/Affiliation</th>
<th>Representing</th>
<th>Present</th>
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</table>
| Patsy Root, Chair IDEXX  
*Patsy-Root@idexx.com* | TNI Board Secretary | No |
| 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 | No |
| Silky Labie, Vice Chair  
Env. Lab. Consulting & Technology, LLC  
Tallahassee, FL  
elcatlc@centurylink.net | At Large | Yes |
| Calista Daigle  
Dade Moeller, Inc.  
*calista.daigle@moellerinc.com* | NEFAP Executive Committee | Yes |
| Mei Beth Shepherd  
Shepherd Technical Services  
mbshep@sheptechserv.com | At Large | 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* |  | Yes |
| Lynn Bradley, Program Administrator  
The NELAC Institute (Staunton, VA)  
*lynn.bradley@nelac-institute.org* |  | Yes |
| Ilona Taunton, Program Administrator  
*Ilona.taunton@nelac-institute.org* |  | Yes |
| Alfredo Sotomayor (ex-officio)  
Milwaukee Metropolitan Sewer District, WI  
asotomayor@mmsd.com | TNI Board Chair | No |
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>107</td>
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<tr>
<td>11</td>
<td>10/17/14</td>
<td>Grew out of streamlining the approval process for SOPs and Policies</td>
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<tr>
<td>12</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>
<td></td>
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<tr>
<td>15</td>
<td>3/4/16</td>
<td>Consider possibly specifying a default decision rule in one of the SOPs, or in committee charters. NOTE: NELAP AC has a voting SOP that declares decision rules for different types of issues</td>
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<tr>
<td>16</td>
<td>5/9/16</td>
<td>Internal audit database will NOT be publicly available.</td>
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<td>17</td>
<td>6/3/16</td>
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<td>18</td>
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<td>20</td>
<td>11/4/16</td>
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| 23   | 1/6/17           | Best timing is probably along with outcomes of committee self-
<table>
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<tr>
<th>Work plans and settle on a standardized version</th>
<th>audits? Fall/winter 2017-2018</th>
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<tr>
<td><strong>24</strong> Modify appropriate committee SOPs (1-101 and 2-101) to indicate that telephone numbers NOT be included on committee rosters made publicly available</td>
<td>1/6/17 One complainant indicated that phone number was found in committee minutes by someone they were trying to avoid.</td>
</tr>
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<td><strong>25</strong> Document mechanism for updating internal audit checklists annually, prior to call for completion of committee internal audits</td>
<td>2/3/17</td>
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<td><strong>26</strong> When CSDEC’s glossary is ready, all TNI documents incorporating definitions should be reviewed to see if replacing individual definitions with a reference to the glossary is appropriate</td>
<td>2/24/17 Discussion while reviewing SOP 2-103</td>
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