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. **Modification of SOP on SOPs, SOP 1-116**

   After adopting the revised Bylaws to permit notification to the Board of Policy Committee approval of documents, with review at the option of the Board except for documents originating with Policy Committee itself, the Board requested that this SOP be revised to add a section requiring that the originator of a document be notified when the document is approved.

   Accordingly, section 5.6 of SOP 1-116 was revised to add a sentence that “the originator will receive a copy of the final document.” This SOP will return to the Board for approval at its January 2015 meeting.


   This document was provided fast track review in order to complete corrective actions from the recent ANSI audit of TNI’s consensus standards development program. The following comments were noted and will be sent back to the CSDEC promptly:

   - §1.2 – it’s unclear what a “special committee” is; recommend adding “within the CSD program,” for clarity
   - §2.1.1 – add that the duties of the committees will be described in the individual committee charters. Please make font consistent throughout §2.1
   - §2.3.1 – at the end of the second paragraph, remove “and Administrative”
   - §2.3.2 – cite SOP 2-100, using only the document title and SOP number (TNI is not part of the title)
   - §2.4.1 – second sentence: add the letter “s” to opening
   - §2.4.9-11 – the Chair of CSDEC approves new Expert Committee members, they do not require Board approval. Revise these three sections appropriately
   - §2.5.4 – clarify whether removal is mandatory or optional. As written, the recommendation of the Committee Chair does not read as being a mandatory step, only that removal will occur once such recommendation is made
   - §2.7.2 – clarify that the charter update will be for the upcoming year, not the past year. Please fix alignment within §2.7
   - §3.2.8 – repeating “face to face” here is redundant, since §3.2.8 – repeating “face to face” here is redundant, since §3.2 clearly states the type of meeting referenced
   - §NEW – add a References section (probably §4.0) and list all SOPs cited in the document (including SOP 2-100)

4. **Review of NEFAP Standard Interpretation SOP 5-106**

   This is the first of several NEFAP SOPs that have been updated by that program. All will be reviewed and then returned to the NEFAP Executive Committee as a package. The following comments were noted:
§1.1 & 4.2 – it should be adequate to omit reference to the 2007 standard and just use “any approved” (or perhaps “current approved”) standard, as long as the submitter is required to identify the standard to which the question applies

§5.1.1 – use parallel construction for the subsections (most are nouns, except for two verbs)

§5.1.1.6 – the second sentence of this subsection is about process and should be moved into

§5.2 – A new §5.2.1 would be appropriate, with renumbering of the existing sections

§5.2 – remove all references to “board” since there are no longer any boards within TNI

5. Next Meeting

Policy Committee will meet again on Friday, January 9, 2015, at 11 am Eastern. Teleconference information and an agenda will be circulated in advance of the meeting.

The next items for review are the remaining NEFAP SOPs.

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

<table>
<thead>
<tr>
<th>Name/Affiliation</th>
<th>Representing</th>
<th>Present</th>
</tr>
</thead>
</table>
| Alfredo Sotomayor, Chair  
Wisconsin Dept. of Natural Resources, Madison, WI  
alfredo.sotomayor@Wisconsin.gov | TNI Board                                      | Yes     |
| JoAnn Boyd  
Southwest Research Institute, San Antonio, TX  
jboyd@swri.org                    | Lab and FSMO                                    | Yes     |
| Silky Labie, Vice Chair  
Env. Lab. Consulting & Technology, LLC  
Tallahassee, FL  
elcatllc@centurylink.net               |                                                 | Yes     |
| John Moorman  
South Florida Water Management District  
West Palm Beach, FL  
jmoorma@stwmd.gov                   | NEFAP Executive Committee                      | No      |
| 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          |                                                 | Yes     |
| Lynn Bradley, Program Administrator  
The NELAC Institute (Staunton, VA)  
lynn.brady@nelac-institute.org          |                                                 | Yes     |
# Action Items – TNI Policy Committee

<table>
<thead>
<tr>
<th>Action Item</th>
<th>Who</th>
<th>Expected Completion</th>
<th>Comments/Completion</th>
</tr>
</thead>
<tbody>
<tr>
<td>34</td>
<td>Susan</td>
<td>Summer 2014?</td>
<td>Susan has departed TNI, this item will not be completed by her. As of Nov 3, the AC is creating its own short list.</td>
</tr>
<tr>
<td>60</td>
<td>Alfredo</td>
<td>April 2014</td>
<td>?</td>
</tr>
<tr>
<td>63</td>
<td>Alfredo</td>
<td>May 2014</td>
<td>??</td>
</tr>
<tr>
<td>69</td>
<td>Lynn</td>
<td>September 2014</td>
<td>9/8/14 – however, Board approval still pending</td>
</tr>
<tr>
<td>71</td>
<td>Alfredo</td>
<td>October 2014</td>
<td>11/17/14</td>
</tr>
<tr>
<td>73</td>
<td>Alfredo</td>
<td>November 2014</td>
<td></td>
</tr>
<tr>
<td>74</td>
<td>Full committee and especially Jerry</td>
<td>December 2014</td>
<td></td>
</tr>
<tr>
<td>75</td>
<td>Alfredo</td>
<td>ASAP, NLT January 2015</td>
<td></td>
</tr>
<tr>
<td>Item</td>
<td>Meeting Reference</td>
<td>Comments</td>
<td></td>
</tr>
<tr>
<td>------</td>
<td>-------------------</td>
<td>----------</td>
<td></td>
</tr>
<tr>
<td>1. Look into need to include something about review schedule in all SOPs.</td>
<td>3/20/12</td>
<td></td>
<td></td>
</tr>
<tr>
<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>
<td></td>
<td></td>
</tr>
<tr>
<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>
<td></td>
</tr>
<tr>
<td>4. 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>
<td></td>
</tr>
<tr>
<td>5. 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>
<td></td>
</tr>
<tr>
<td>6. 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>
<td></td>
<td></td>
</tr>
<tr>
<td>7. Revise SOP 1-100 (SOP on SOPs) to address use of bullets and alternative numbering systems</td>
<td>9/5/14</td>
<td></td>
<td></td>
</tr>
<tr>
<td>8. 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>
<td></td>
<td></td>
</tr>
<tr>
<td>9. 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>
<td></td>
</tr>
</tbody>
</table>