

**TNI Policy Committee Meeting Summary  
Friday June 6, 2014**

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

The meeting was called to order by Alfredo at 11 am Eastern. Attendance is recorded in Attachment 1. Alfredo noted that any corrections to the minutes from May 16 should be submitted within the next week.

Alfredo noted that the Non-governmental AB Evaluation SOP will be our next priority review but was not ready to begin with this meeting.

**2. LAS EC Standards Review for Suitability SOP 3-106**

Alfredo asked Lynn to explain the background of this SOP's revisions. When the 2009 TNI Standard was approved by the membership, the LAS EC was charged with its review for suitability as prelude to recommending that the NELAP AC adopt the standard. That review became the sole comprehensive look at the entire four volumes of the standard and needed to resolve a number of issues with the standard itself – internal conflicts as well as editorial items – before the standard could be recommended to the AC. Now that the CSD EC has upgraded the standards development process and its Standards Development SOP 2-100, the LAS EC needed to revise SOP 3-106 to ensure that the LAS EC's role is clearly delineated without overlapping responsibilities of other groups such as the Standards Review Council.

Participants reviewed the Provisional version of SOP 3-106 and offered the following comments:

§3.1 – the definitions are listed in order of the standards development process rather than alphabetically, as is specified in the Format Guidelines for Standard Operating Procedures (SOPS) SOP 1-100. This deviation should be noted with the rationale offered. Lynn noted that, in the last bullet of this section, the term "Expert Committee Consensus Body" is defined in SOP 2-100, so that it need not be re-defined here.

New § between 3 and 4 – SOP 1-100 requires that a section on "Related Documents" be in this position (a new §4.0), even if the related documents are the same as the ones listed in the "References" section. Participants noted that SOPs 2-100, 3-103 and 3-101 are related.

§4.0 – Policy Committee requests that this section be also represented diagrammatically in the SOP. The decision points of §4.2, 4.3 and 4.4 need not be entirely included (as in a genuine flow chart) but some visual representation of the flow of information among involved organizations (committee types, at least) is needed, with their roles and responsibilities noted. This part is not included in the flow chart of SOP 2-100 but would be a valuable addition.

§4.1 – present tense verbs are preferred. Participants understand the difficulty of addressing necessary actions of expert committees which are not explicitly mandated elsewhere, but obliquely referred to as "opportunity for participation." Still, phrasing such as "The LASEC ***is*** invited..." and "The LASEC ***reviews***..." for the first two sentences is recommended. Other sentences need not be altered.

§4.1.1.1 – revise to read "...notification ***is published***..."

§4.1.1.7 – replace "stakeholder group(s) affected" with "NELAP."

§4.1.3 – this section received kudos from the participants as being exceptionally well done.

§4.2, 4.3 & 4.4 – the “final” and thorough review must necessarily occur at the IS stage of development, and those preliminary recommendation conclusions should be vetted by the NELAP AC prior to initiating development of support documents (policies, etc.) or an MIS. However, the formal recommendation to the AC should involve adoption of the final approved TNI Standard, not the IS as worded presently. The language should be clarified to make this distinction, especially in the case of §4.4, where the IS may be returned for modifications. Another step may be needed, in which the final approved standard is formally reviewed against the IS or MIS, and the “official” recommendation of LASEC to the AC would be based on that final approved TNI Standard.

### **3. Next Steps**

Alfredo will formally transmit the review results for the LAS EC Standards Review SOP to the LAS EC Chair. Due to the need to have this SOP in place for discussions at conference about adopting and implementing standards, Alfredo suggested that Lynn also transmit the committee’s conclusions informally to the LAS EC Chair.

Begin review of the Evaluation SOP for Non-Governmental ABs, once distributed by Alfredo.

### **4. Next Meeting**

Policy Committee will meet again on Friday June 20, 2014, at 11 am Eastern. Teleconference information and an agenda will be circulated in advance of the meeting.

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

**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	Yes
Patrick Brumfield Sigma-Aldrich RTC, Laramie, WY <a href="mailto:patrick.brumfield@sial.com">patrick.brumfield@sial.com</a>	PT Executive Committee	No
Silky Labie Env. Lab. Consulting & Technology, LLC Tallahassee, FL <a href="mailto:elcatllc@centurylink.net">elcatllc@centurylink.net</a>		Yes
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>		No
Bob Wyeth Retired <a href="mailto:rfwyeth@yahoo.com">rfwyeth@yahoo.com</a>	CSD Executive Committee	No
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	Summer 2014?	Pending
59	Prepare formal comments on SOP 5-106 for return to NEFAP EC, after John returns results of research into rationale for deferring SIR appeals to CSD PEC	John, then Lynn/Alfredo	April 2014	Decision to send comments w/o input
60	Send request for review of POL 5-100 to NEFAP EC	Alfredo	April 2014	
63	Prepare formal comments on SOP 5-103 for return to NEFAP EC, incorporating concerns about the permanent and elected membership dichotomy	Alfredo	May 2014	
66	Send formal comments on SOP 3-106 to LAS EC	Alfredo	June 2014	

**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	New Committee Charter format should include listing for Executive Director as ex officio member for all committees (per Bylaws.)	9/20/13	Charter format to be upgraded to address committee annual budgets later this year
7	Next revision of Pol 1-122 include addition of a sentence addressing the possibility of additional stakeholder categories.	2/21/14	Committees may add an additional stakeholder category with approval of TNI Board
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.)	2/21/14	