

**TNI Policy Committee Meeting Summary
Friday May 16, 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 2 should be submitted within the next week.

Susan joined the call at the beginning, and shared that she is submitting her resignation from both Policy Committee and the TNI Board.

2. Feedback on LASEC FAQ Discussion

Alfredo received a preliminary draft of LAS EC's formal proposal to develop guidance, in accordance with the template in the SOP 1-105. He will provide feedback to Judy Morgan, LAS EC Chair, and expects to see the proposal submission in time for the first Policy Committee meeting in June.

Jerry remarked that the Advocacy Committee will need to submit a similar request to develop guidance for the "laboratory practices" document that it is in process of updating.

3. NEFAP SIR SOP 5-106

John was unable to attend this day's committee meeting. Rather than waiting longer, Alfredo will just include in the Policy Committee response to the NEFAP EC that some rationale for involving the CSD EC in the appeals process is requested, since that takes the appeal outside of the program area.

4. TNI Recognition Committee (TNRC) Nominations SOP 3-112

Alfredo provided a revised draft of this SOP, addressing the comments from the May 2 meeting. He also updated the committee that the TNI Board appointed the Board's Nominating Committee and also the posting of an announcement on the TNI website to solicit candidates for the TNRC.

After discussion of the changes made, to address "organizational interests" rather than defining TNRC composition strictly by stakeholder category, Silky moved and JoAnn seconded that the document be approved for presentation to the TNI Board at its June meeting. Approval was unanimous. Lynn was asked to send the revised document to the Chair of the Nominating Committee for its review.

5. LAS EC SIR SOP 3-105

This review is continued from April 18, 2014.

§5.1.2 – should match the flow chart

§5.2.2 – last bullet should clarify that criteria referenced are in §5.1.2

§5.2.3 – omit second sentence (that information should go in 5.3.1)

§5.3.1 – add here that Chairs specify the committee that will be asked to prepare the interpretation

§5.3.6 – this information properly belongs in §5.1.2, which should include language from the flow chart about a conflict in the standard or other non-interpretive issue.

§5.4.3 – eliminate reference to posting in "FAQ section of the website" since FAQ term can't be used for the clarifications, now that they're going to be considered guidance. NOTE: the clarifications may go under the Resources button.

§5.5 & 5.5.4 – Policy Committee recommends that optimal turnaround time for committee response is no less than 45 days, and if more time is needed, the Chair should notify the PA.
§5.6 – recommend that, if subcommittee is formed, the entire task be delegated to the subcommittee. As written, it's confusing whether the full EC needs to approve each interpretation prior to posting for vote or whether the subcommittee will be able to do that. Also, recommend keeping the option that the subcommittee may involve the full LAS EC if it deems necessary for any reason.
§5.7.3 – refer to NELAP AC representatives or members, to distinguish from having the full council discussing each SIR. The review (per the NELAP Voting SOP) is done individually, not by the group.
§5.7 Note at end – considered acceptable by Policy committee
Flow Chart – well done, except please revise so that the section numbers cited match the text.

Alfredo will transmit the results of this review to the LAS EC.

6. Next Steps

Alfredo will transmit the review results for the NEFAP Nominating SOP 5-103, the NEFAP SIR SOP and the LAS EC SIR SOP to the appropriate Committee chairs.

Alfredo to send request for review of POL 5-100 to NEFAP EC.

The TNRC Nominations SOP will be sent to Steve Arms, Chair of the Nominating Committee, for the Nominating Committee's review prior to presenting it for approval at the June 11 Board meeting. This SOP will be renumbered as program X, rather than as part of the NELAP (which is #3), so that its number will be X-100.

Begin review of the LAS EC Standards Review for Suitability SOP 3-106.

6. Next Meeting

Policy Committee will meet again on Friday June 6, 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 alfredo.sotomayor@Wisconsin.gov	TNI Board	Yes
JoAnn Boyd Southwest Research Institute, San Antonio, TX jboyd@swri.org	Lab and FSMO	Yes
Patrick Brumfield Sigma-Aldrich RTC, Laramie, WY patrick.brumfield@sial.com	PT Executive Committee	Yes
Silky Labie Env. Lab. Consulting & Technology, LLC Tallahassee, FL elcatllc@centurylink.net		Yes
John Moorman South Florida Water Management District West Palm Beach, FL jmoorma@sfwmd.gov	NEFAP Executive Committee	No
Mei Beth Shepherd mbshep@sheptechserv.com		Yes
Susan Wyatt, Vice Chair Minnesota DOH, St. Paul, MN susan.wyatt@state.mn.us	NELAP AC	Yes, departing early due to resignation
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

Attachment B

Action Items – TNI Policy Committee

	Action Item	Who	Expected Completion	Comments/Completion
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	
61	Clarify practices of NEFAP EC	John	April 2014	May 2, 2014
62	Edit and change Revision number of SOP 1-101	Jerry/Lynn	April 2014	April 18, 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	
64	Return SOP 3-112 to NGAB TF	Alfredo	April 2014	Revised draft reviewed and approved by Policy, May 16
65	Send approved NGAB Nominations SOP (renumbered to be X-###) to Chair of Board Nominating Committee	Lynn	ASAP	May 18, 2014

Attachment C

Backburner / Reminders – TNI Policy Committee

	Item	Meeting Reference	Comments
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	