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

   The meeting was called to order by Alfredo at 11 am Eastern. Attendance is recorded in Attachment 1. Lynn offered the information that she has checked with Susan about her review of NELAP documents and needed policies, and that Susan is still committed to completing that review, as she needs it for Minnesota purposes as well as for TNI.

2. **Feedback on FAQs Resulting from NELAP SIRs**

   Alfredo contacted Judy to ask that LAS EC submit a formal proposal to develop guidance, in accordance with the template in the SOP 1-105, and explained the committee’s thinking about obtaining Expert Committee review rather than Policy Committee reviewing each individual document, as well as the need to call these items something other than FAQs.

3. **NEFAP SIR SOP 5-106 and Nominating SOP 5-103**

   John still needs to track down the origin of the SIR dispute resolution appeal process, referring the appeals to the CSD EC, but he did confirm the NEFAP practice that all recognized Accreditation Bodies (ABs) are indeed permanent members of the committee with no term limit. Since all of the presently recognized ABs have been on the NEFAP EC since its origin, they were technically approved members at that time, but have simply not been made to stand for re-election since becoming recognized. John stated that NEFAP will add documentation of this practice to its SOP 5-103.

   Participants discussed whether this practice is acceptable, especially since the addition of potential future recognized ABs would destroy the balance of the committee. John indicated that perhaps this issue should be held in abeyance until such time as there are additional ABs seeking recognition.

   Participants also noted that this practice of “standing membership” for recognized ABs results in the NEFAP EC having two categories of membership – appointed and elected. While this does not presently seem to present any problems for the NEFAP EC, some concerns were expressed that, by not addressing the practice pro-actively, the NEFAP EC could be viewed as expressing favoritism in its eventual need to re-actively accommodate or modify the current practice of having all recognized ABs being permanent members.

   Alfredo committed to consolidating this update with prior comments from Policy review of SOP 5-103, and transmitting those to the NEFAP EC.

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

   Alfredo explained that this SOP addresses how to form the group within TNI that will recognize the successful evaluation of non-governmental accreditation bodies (NGABs) to accredit environmental laboratories to the TNI Environmental Laboratory Sector Standard. The document was adapted from the TNI Board’s nominating SOP by the NGAB Task Force and it does not apply to TNI’s NELAP program.

   The following comments were offered:

   §1.0 – add the words “Recognition Committee” at the end of the sentence, before the parentheses.
§6.0 – the “accredited organizations” category of stakeholders seems unnecessarily vague, but perhaps the NGAB Task Force intends this? Reviewers wanted to know whether this includes FSMO accredited organizations? ISO accredited organizations? Or only laboratories? Please clarify.
-- add “other” as a fifth bullet.
-- the note is acceptable. Participants did express concern that if a TNRC member does indeed represent more than one stakeholder interest, if there are considerable differences in viewpoints between stakeholder groups, that member might “wear the wrong hat” or need to recuse him or her self.

Alfredo agreed to revise section 6.0 after discussing with the Task Force. Participants were reluctant to approve the SOP based on the conceptual revision, and prefer to await the outcome of the NGAB Task Force’s discussion. Alfredo will return the revised document for a vote at the May 16 meeting.

5. Next Steps

Finalizing the review of NEFAP SIR SOP 5-106 awaits John’s feedback on the rationale for the dispute resolution process.

Alfredo will transmit the review results for the NEFAP Nominating SOP 5-103.

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

Alfredo will return the SOP 3-112 to the Non-governmental AB Task Force for consensus on how to revise section 6.0, in light of the committee’s comments.

Resume review of SOP 3-105.

6. Next Meeting

Policy Committee will meet again on Friday May 16, 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.
<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 |
| Patrick Brumfield  
Sigma-Aldrich RTC, Laramie, WY  
patrick.brumfield@sial.com | PT Executive Committee | No |
| 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 | Yes |
| Mei Beth Shepherd  
mbshep@sheptechserv.com | | No |
| Susan Wyatt, Vice Chair  
Minnesota DOH, St. Paul, MN  
susan.wyatt@state.mn.us | NELAP AC | No |
| Bob Wyeth  
Retired  
rfwyeth@yahoo.com | CSD Executive Committee | Yes |
| 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 |
### 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>
</thead>
<tbody>
<tr>
<td>34</td>
<td>Susan</td>
<td>Summer 2014?</td>
<td>Pending</td>
</tr>
<tr>
<td>59</td>
<td>John, then Lynn/Alfredo</td>
<td>April 2014</td>
<td></td>
</tr>
<tr>
<td>60</td>
<td>Alfredo</td>
<td>April 2014</td>
<td></td>
</tr>
<tr>
<td>61</td>
<td>John</td>
<td>April 2014</td>
<td></td>
</tr>
<tr>
<td>62</td>
<td>Jerry/Lynn</td>
<td>April 2014</td>
<td>April 18, 2014</td>
</tr>
<tr>
<td>63</td>
<td>Alfredo</td>
<td>May 2014</td>
<td></td>
</tr>
<tr>
<td>64</td>
<td>Alfredo</td>
<td>April 2014</td>
<td>Revised draft to be reviewed in Policy at May 16 meeting</td>
</tr>
</tbody>
</table>

Notes:
- Revised draft to be reviewed in Policy at May 16 meeting.
## Attachment C

### Backburner / Reminders – TNI Policy Committee

<table>
<thead>
<tr>
<th>Item</th>
<th>Meeting Reference</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Look into need to include something about review schedule in all SOPs.</td>
<td>3/20/12</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>
</tr>
<tr>
<td>3. In SOP 1-101, &quot;Committee Operations,&quot; or else SOP 1-102, &quot;Decision Making,...,&quot; 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>
</tr>
<tr>
<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>
</tr>
<tr>
<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>
</tr>
<tr>
<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>
<td></td>
</tr>
</tbody>
</table>