TNI Policy Committee Meeting Summary
Friday November 21, 2014

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 minutes should be requested within a week.

2.   Review of NELAP AC Notification POL 3=101

This policy was prepared at the request of, and for, the Accreditation Council (AC) by the Laboratory Accreditation Systems Executive Committee (LASEC) when the AC realized that at least one AB would be changing from using state assessors to contract assessors. The draft policy was slightly modified by the AC and has been in place since summer of 2013.

The following comments were made:

§3.3 – should use the title of SOP 3-102, not just the number
§4, item 5) – the term "fields of testing" should be changed to "fields of accreditation" in order to be consistent with other documents
§5 -- there needs to be some permanent record that such notification was made. Policy Committee recommends that the notification be captured in the minutes of the following AC meeting.

These changes were agreed upon and will be made, as editorial. Silky moved and Bob seconded that the policy be approved. All present voted yes.

3.   Review of NELAP Standards Acceptance SOP 3-103

This policy was updated by LASEC and provided as draft to the AC shortly before the Joint Committee Meeting at conference in Washington, DC, August 2014. The AC recently approved it for use in reviewing and adopting the planned "2015 Standard."

The following comments were made:

Title: should be "NELAP ABs…" rather than TNI ABs
Approval Record: LASEC has no space in it.
§1.0 – again, should be NELAP ABs rather than TNI
§2.0 – replace "TNI accreditation bodies" with "NELAP"
§3.1 – omit the last two prepositional phrases (everything after "standard")
§4.0 – since the NELAP Voting SOP is mentioned here, it need not be included in §8.0
§5.1 – replace "TNI-recognized" with NELAP-recognized"
§5.3 – replace "Board" with AC
§5.4 – add a sentence (possibly as §5.5) saying that if a solution cannot be identified, the AC will return the standard to the appropriate Expert Committee with an explanation of why the standard cannot be implemented.
§5.6 – eliminate bullets and use 3 digit numbering instead
§5.7 – two concerns were discussed, but neither warranted a revision. First, we discussed whether and how this section might affect the use of needed TIAs in the future, but based on past experience, it is unlikely this section would be used to deny a TIA. Second, there is no deadline for adoption of the full standard, but the AC will be relied upon to act in timely fashion.

After considering whether to approve this SOP with changes requested, since all are editorial, Jerry asked to see the summary of comments in the minutes before deciding at the next meeting.

4.   Next Meeting

Policy Committee will meet again on Friday, December 5, 2014, at 11 am Eastern. Teleconference information and an agenda will be circulated in advance of the meeting.

The next items for review are the proposed Quality Management Plan (QMP) in December and the pending NEFAP SOPs. If the QMP is not ready for review, the NEFAP reviews will begin and be interrupted by QMP review when available.

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
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@sfwmd.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	Yes
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?	Susan has departed TNI, this item will not be completed by her. As of Nov 3, the AC is creating its own short list.
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	??
69	Convey approval of 3 SOPs to NELAP	Lynn	September 2014	9/8/14 – however, Board approval still pending
71	Modify Appendix to SOP 1-101 to indicate that associate members are not appropriate for Policy Committee, as a minor editorial change	Alfredo	October 2014	
73	Complete and transmit to PTPEC Chair a package of Policy Committee Review Forms for SOP 4-102, 4-105 and 4-107, accompanied by a note that review of the PTPEC Evaluation SOP 4-104 will be postponed pending its revision after V3&V4 of the TNI ELSS standard is completed	Alfredo	November 2014	
74	Review comments on SOP 3-103 from 11/21/14 minutes to determine whether editorial revision is adequate	Full committee	December 2014	
75				

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	
9	Revise SOP 1-100 (SOP on SOPs) to address use of bullets and alternative numbering systems	9/5/14	
10	Revise Guidance SOP 1-105 to note that a new approval request is required for updates to existing guidance products	10/3/14	
11	Create SOP for document review of Policy committee documents (which will automatically require Board review)	10/17/14	Grew out of streamlining the approval process for SOPs and Policies