

**TNI Policy Committee Meeting Summary  
Friday October 17, 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 welcomed Eric Smith to the committee, as the representative of the PT Program Executive Committee (PTPEC.)

**2. Follow-Up to Strategic Planning Meeting – Review of Bylaws and SOPs for Streamlining Approvals of Policies and Procedures**

Several assignments to this committee were made at the October 7-8 TNI Strategic Planning Meeting in Milwaukee, WI. A Policy Committee review of the draft Quality Management Plan (QMP) awaits incorporation of comments from meeting participants, but will need to be performed prior to submitting the QMP for Board approval.

One item within the QMP is to streamline the process for approval of policies and procedures other than those originating with Policy Committee, so that actual Board review and approval will not be needed. Even so, all envision that either Policy Committee or the Board could request that the Board review any particular document, since the Board would be provided with a list of all new approvals.

Policy Committee was asked to review the Bylaws and related policies and SOPs to determine whether any revisions to these documents need to be made to implement the streamlined process. Alfredo had reviewed the Bylaws and suggests that Article VII section 2, the first and third bullets need revision, and Jerry noted that SOP 1-116, section 3.5, also needs to be looked at. The process itself originated at the “Chesapeake meeting” from the early TNI days. We noted that there is a need to create an SOP for document review for Policy Committee, also.

Alfredo will draft the necessary edits to the Bylaws so that Policy Committee can consider them at its November 7 meeting and hopefully be able to offer the revised document to the Board for its November 12 meeting.

**3. Review of PTPEC Field of Proficiency Testing SOP 4-107**

Eric noted that the FoPT Subcommittee of PTPEC is reviewing and revising this SOP at present, but indicated that our comments could be provided and addressed in the revision underway. Discussion raised the issue of what happens when there are multiple concentration levels of analyte offered as PT samples, since failing one level has the effect of the lab failing that analyte (for all analyses). This may be offered as a general comment.

Specific comments are noted below:

§3 – add items from §13 (references) to this section. Also add the Document Control SOP 1-104.

§4 – the definition may be limiting, for what groups are acceptable sponsors for a new analyte or new table (adjust to match 7.3)

§5 – add tracking of editorial changes as part of the table format

§6 and 6.1 – please describe how a revision that’s an “editorial comment” not requiring approval by the NELAP Accreditation Council is documented. This should probably be something simple but does need to be noted as a change somehow.

§7.0 – SOP 1-104 section 6.3 describes retention of obsolete FoPT tables for the historical record. That reference and the need to maintain a historical record when a table is replaced should be noted in this section.

§7.1 – add a note about when editorial changes are made.  
§7.3 – should also address non-NELAP FoPT tables such as lead in paint and crypto – perhaps a wording change to address “confirmation of sponsorship” since these are not sponsored by an AB, but can be other federal agencies and possibly more?  
Also, consider having the TNI webmaster create an online form with the information in Appendix A. This would ensure that all information is provided (particular items can be mandatory) and would also create an historical record of submissions.  
§7.3.1 – 7<sup>th</sup> bullet should use the plural of study to be grammatically correct.  
§7.3.2 – we discussed that 18 months seems excessively long but in actuality, is not. No change needed.  
§9.2 – presently, not all files follow the naming convention specified here. It might be preferable to offer a general format with a “uniquely identified file name” that includes all the characteristics noted.  
§12 – Policy Committee considers that 5 years would be adequate but 3 is certainly acceptable.  
§14 – the date of change is likely in the year 2013, since 11/21/14 has not occurred at the time of review.

Alfredo will complete the Policy Committee Review Form for this SOP and transmit it to the PTPEC Chair, Maria Friedman, and Eric for the subcommittee to use.

#### **4. PTPEC PTPA Evaluation SOP 4-104**

The agenda proposed to discuss the approach to reviewing this SOP. Lynn noted that, typically, Evaluation SOPs take several meetings to completely review, and because both Volumes 3 and 4 of the standard are being revised for approval in the coming year, with appropriate revisions then being needed to the Evaluation SOP afterwards, does it make sense to devote that time, now. Apparently both of the PTPAs were evaluated last year, so that the SOP is unlikely to be needed or used again for the standard currently in place. Committee members agreed to postpone review of this SOP 4-104 until it has been revised for the new “2015 standard.”

#### **5. Next Meeting**

Policy Committee will meet again on Friday, November 7, 2014, at 11 am Eastern. Teleconference information and an agenda will be circulated in advance of the meeting. We will review and approve changes to the TNI Bylaws and SOP 1-116 for streamlining the document approval process, and then continue reviewing the PTPEC’s SOPs that were distributed for the September 19 meeting, with the final one being the PTPEC Voting SOP 4-105, and

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
Silky Labie, Vice Chair Env. Lab. Consulting & Technology, LLC Tallahassee, FL <a href="mailto:elcatllc@centurylink.net">elcatllc@centurylink.net</a>		No
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>		Yes
Eric Smith ALS <a href="mailto:eric.smith@alsglobal.com">eric.smith@alsglobal.com</a>	PTP Executive Committee	Yes
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?	Susan has departed TNI, this item will not be completed by her.
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
70	Convey approval and requested edits of Guidance Proposal to LAS EC	Alfredo	October 2014	10/3/14
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	
72	Notify Ilona and Jerry that it would not be appropriate to offer associate membership to the new committee member application requesting Policy Committee	Lynn	October 2014	10/3/14
73	Complete and transmit to PTPEC Chair the Policy Committee Review Form for SOP 4-107	Alfredo	November 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	
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	10/17/13	Grew out of streamlining the approval process for SOPs and Policies