

**TNI Policy Committee Meeting Summary
Friday September 5, 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.

2. Election of Committee Vice Chair

This item has been pending for several meetings, either due to the lack of a quorum or schedule conflict for the nominee. Alfredo announced that Silky has been nominated to serve as Vice Chair, and Silky indicated her acceptance of the nomination. Mei Beth moved and Bob seconded that the nomination be accepted; approval was unanimous, with Silky abstaining.

Congratulations, Silky!

3. NELAP Voting SOP 3-101

This SOP was revised as requested by Policy Committee, and is returned for final approval. There was some discussion about the Accreditation Council's (AC's) rejection of the Policy Committee's recommendation to include a provision for "unanimous consent" in the SIR voting section, but Alfredo noted that Policy does not impose its advice, it can only recommend. All other recommended edits were verified as being made to the document. Bob moved to approve the revised SOP, JoAnn seconded, and approval was unanimous. Lynn will convey the approval to the NELAP AC, and the revised SOP will be presented for Board approval at the next opportunity.

4. NELAP Evaluation SOP 3-102

This SOP was revised as requested by Policy Committee, and is returned for final approval. There were also additional edits made, to include a template letter for requesting documents for off-site review and a section to introduce use of an evaluation form for the evaluation team, plus a copy of the form itself as an appendix.

All recommended edits were verified as being made to the document, as well as the requested graphic flow chart. Alfredo noted dissatisfaction with the use of bullets instead of four and five digit numbering, but decided not to hold up approval for such a revision, since the NELAP evaluators had requested that no more than 3 tires of numbers be used. Silky moved to approve the revised SOP, JoAnn seconded, and approval was unanimous. Lynn will convey the approval to the NELAP AC, and the revised SOP will be presented for Board approval at the next opportunity.

Alfredo noted that he will recommend incorporating a version of the evaluation form into the NGAB program.

5. NELAP Provisional Recognition SOP 3-108

This SOP was revised as requested by Policy Committee, and is returned for final approval. All recommended edits were verified as being made to the document. Silky moved to approve the revised SOP, Mei Beth seconded, and approval was unanimous. Lynn will convey the approval to the NELAP AC, and the revised SOP will be presented for Board approval at the next opportunity.

At the next revision of the NELAP Evaluation SOP, the concept of Provisional Recognition will be included there. The NELAP program has already agreed to this concept, as well as to change the definition of "finding" to match the NEFAP and NGAB definition, when the Evaluation SOP is revised to accommodate the next version of the standard.

6. Next Meeting

Policy Committee will meet again on Friday September 19, 2014, at 11 am Eastern. Teleconference information and an agenda will be circulated in advance of the meeting. Alfredo may be unavailable, but will let Silky know the day before; the pending SOPs from PTPEC will be the review documents.

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	Yes
Mei Beth Shepherd mbshep@sheptechserv.com		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?	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/Lynn	June 2014	Done
67	Send approval of guidance proposal to Advocacy Committee	Lynn	July 2014	7/20/14
68	Send additional comments to Bob, if any, about how to address “appropriate comments on a standard”	All	NLT August 2014	Time for commenting expires 8/29/14
69	Convey approval of 3 SOPs to NELAP	Lynn	September 2014	9/8/14
70				

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	
9	Revise SOP 1-100 (SOP on SOPs) to address use of bullets and alternative numbering systems	9/5/14	