

**1SUMMARY OF THE  
TNI  
POLICY COMMITTEE MEETING**

**JANUARY 7, 2008**

The Policy Committee of The NELAC Institute (TNI) met on January 7, 2007 at 2:00 PM (ET) by teleconference.

Chairperson Mr. Alfredo Sotomayor, of the Wisconsin Department of Natural Resources, led the meeting. A list of committee members is given in Attachment A. A list of the action items generated during this meeting and of uncompleted ones generated during previous meetings is included in Attachment B. The meeting agenda is given in Attachment C.

**ATTENDANCE, ANNOUNCEMENTS, AND STATUS OF ACTION ITEMS**

Mr. Sotomayor welcomed members and reviewed the status of action items. He informed the committee that Dr. Kenneth Jackson felt that the endorsement of the procedures and policies of the Consensus Standards Development Program could be postponed and considered after the Newport meeting.

Mr. Sotomayor sent a message to committee members prompting them for information on the policies and procedures that programs planned on completing.

Mr. Jerry Parr forwarded to Ms. Jan Wlodarski the changes noted by the committee to the standard operating procedure's template (SOP).

The committee intended to dedicate the rest of the meeting to working on its presentation and session in Newport.

**COMMITTEE PRESENTATION IN NEWPORT (JAN. 15. 2008)**

The committee continued to work on the presentation to be given at the Newport meeting on Tuesday morning using a first draft forwarded by Mr. Sotomayor. Among the items discussed were:

- Listing the SOPs and policies the committee had developed.
- Including a slide documenting the hierarchy of TNI normative documents and how several had to be consulted to understand a process.
- Providing a slide indicating how to implement the decision-making SOP before the one establishing the "roadmap".
- Using a real example to illustrate the "meta-decision" concept, perhaps relating it to decisions made by the proficiency testing (PT) program.

Mr. Sotomayor will include the suggested changes and have a second draft to work on for the committee's working session in Newport.

### **COMMITTEE SESSION IN NEWPORT (JAN. 14, 2008)**

The committee reiterated that its committee session would be dedicated to completing the presentation to be delivered the following day. Mr. Sotomayor and Mr. Parr did not anticipate a high attendance for the session. Mr. Sotomayor will draft an agenda for the session.

### **NEXT STEPS**

The committee will meet in Newport on January 14, 2008 at 8:30 AM (PT) and will deliver a presentation on the Decision-Making SOP the following day.

### **ADJOURNMENT**

The meeting was adjourned at 3:15 PM (ET).

COMMITTEE MEMBERS  
TNI  
POLICY COMMITTEE  
JANUARY 7, 2008

Member		
Alfredo Sotomayor, Chair	Wisconsin Department of Natural Resources	T: 608-266-9257 E: Alfredo.Sotomayor@Wisconsin.gov
Jerry Parr, Ex-Officio		T: 817-598-1155 E: jerry.parr@nelac-institute.org
JoAnn Boyd		T: 210-522-2169 E: <a href="mailto:jboyd@swri.org">jboyd@swri.org</a>

RaeAnn Haynes (Absent)		T: 503-229-5983 x227 E: haynes.raeann@deq.state.or.us
Silky Labie	Florida Department of Environmental Protection	T : 850-245-8065 E : silky.labie@dep.state.fl.us
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Advocacy

**TNI  
POLICY COMMITTEE MEETING  
JANUARY 7, 2008**

**ACTION ITEMS GENERATED AT THIS MEETING**

<b>Item No. Meeting Date</b>	<b>Action</b>	<b>Date to be Completed</b>
1. 01/07/08	Mr. Sotomayor will incorporate the changes discussed to a second draft of the committee's presentation at Newport.	01/14/08

**UNCOMPLETED ACTION ITEMS FROM PREVIOUS MEETINGS**

<b>Item No. Meeting Date</b>	<b>Action</b>	<b>Date to be Completed</b>
2. 01/31/07	Mr. Sotomayor will set priorities for developing policies and procedures needed by TNI.	02/28/07
3. 10/22/07	Mr. Parr will compile a graphic list of the Institute's logos and marks that would be covered by POL-103 for consideration by the TNI Board.	12/03/2007
4. 10/22/07	The committee will complete drafts of a set of basic TNI administrative policies and SOPs.	04/04/08
1. 11/19/07	Mr. Sotomayor will forward examples of procedures describing appeal procedures for the committee to consider.	02/01/08
2. 11/19/07	The committee will plan its meeting session and general presentation for the Newport forum.	01/07/08
2. 12/17/07	The committee will review the policies and SOPs from the CSDP for endorsement.	01/07/08
5. 12/17/07	Mr. Sotomayor will create a handout listing the committee's activities and accomplishments for distribution during its working session in Newport.	01/11/08

The NELAC Institute (TNI)  
Policy Committee

January 7, 2008  
2:00 – 3:25 PM (ET)

AGENDA

- 2:00 Attendance
- 2:05 Announcements
- Status of Action Items
- 2:10 Committee Presentation in Newport (Jan. 15, 2008)
- 3:10 Committee Session in Newport (Jan. 14, 2008)
- 3:20 Next Steps
- 3:25 Adjournment