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**SUMMARY OF THE  
TNI  
POLICY COMMITTEE MEETING**

**JANUARY 14, 2008**

The Policy Committee of The NELAC Institute (TNI) met on January 14, 2008 at 9:00 AM (PT) during The Forum on Laboratory Accreditation in Newport Beach, CA.

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.

**WELCOME, INTRODUCTIONS, AND GROUND RULES**

Mr. Sotomayor welcomed attendees. Committee members introduced themselves. Mr. Sotomayor informed attendees that the meeting would be a working session for the committee, devoted principally to completing the presentation scheduled for the following morning. He told attendees that the committee would be reviewing and discussing a projected draft of the presentation and that attendees would be given an opportunity to speak and offer suggestions after the committee had considered a specific item.

**UPDATE ON COMMITTEE ACTIVITIES**

Mr. Sotomayor related that since the Cambridge meeting, the committee had completed a set of policies and procedures which, save for a policy on document control, had been included with the registration packet. The committee also completed a template for Standard Operating Procedures (SOP) that was to be used by programs to draft SOPs in the future.

**PRESENTATION JANUARY 15, 2008**

The committee discussed and took input on each of the slides that would make-up the presentation. The committee worked on the existing draft and Mr. Sotomayor made the final changes suggested. A separate file, posted separately from the minutes contains the presentation.

**OTHER PROJECTS**

The committee deferred discussion of its charter and annual report to a future meeting. The committee offered that it intended to produce an annual report with a format that could be used by other committees and boards to draft their own annual report.

**NEXT STEPS**

The committee will give a presentation on SOP 1 - 102, "Decision-Making Rules for TNI Committees and Boards" in Newport on January 15, 2008 at 8:30 AM (PT). The committee will agree on future dates for meetings and work on a new charter, its annual report, and additional SOPs and policies.

**ADJOURNMENT**

The meeting was adjourned at 11:30 AM (PT).

COMMITTEE MEMBERS  
TNI  
POLICY COMMITTEE  
JANUARY 14, 2008

Member		
Alfredo Sotomayor, Chair	Wisconsin Department of Natural Resources	T: 608-266-9257 E: Alfredo.Sotomayor@Wisconsin.gov
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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 14, 2008**

**ACTION ITEMS GENERATED AT THIS MEETING**

<b>Item No. Meeting Date</b>	<b>Action</b>	<b>Date to be Completed</b>
1. 01/14/08	The committee will draft a new charter and an annual report.	03/01/08

**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. 12/17/07	The committee will review the policies and SOPs from the CSDP for endorsement.	01/07/08



The NELAC Institute (TNI)  
Policy Committee  
January 14, 2008  
Newport Beach, CA

9:00 – 11:30 PM (PT)

AGENDA

- 9:00 Welcome, Introductions, and Ground Rules
- 9:05 Update on Committee Activities
- 9:10 Presentation January 15, 2008
- 10:15 BREAK
- 10:30 Continuation, Presentation January 15, 2008
- 11:00 Other Projects
- Annual Report  
--New Charter
- 11:25 Next Steps
- 11:30 Adjournment