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**SUMMARY OF THE
TNI
POLICY COMMITTEE MEETING**

MARCH 3, 2008

The Policy Committee of The NELAC Institute (TNI) met on March 3, 2008 at 11:30 AM (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 MINUTES OF PREVIOUS MEETINGS

Mr. Sotomayor confirmed that the schedule for teleconferences established, every other Monday, at 11:30 AM (ET) was acceptable to all committee members. He informed the committee that the minutes of the meetings on Jan 7, and 14, 2008, would be available for review by March 7, 2008.

Mr. Sotomayor asked members whether they had obtained information on the policies and procedures that their respective programs anticipated drafting. He had received responses from the Advocacy Committee, but had not received responses from other programs.

Ms. JoAnn Boyd offered that the Laboratory Accreditation System Program was working on a standard operating procedure (SOP) on resolutions of disputes between evaluation teams, accreditation bodies (ABs) and the National Environmental Laboratory Accreditation Program (NELAP). Ms. Silky Labie noted that the documents under consideration by the committee today were the only SOPs that the Consensus Standards Development Program (CSDP) planned finalizing. Mr. Stephen Stubbs had not received responses from NELAP. Mr. Sotomayor anticipated NELAP would have additional SOPs either to draft or to review. Ms. RaeAnn Haynes informed that the Proficiency Testing (PT) Board was creating an SOP to implement TNI's policy on conflicts of interest and had started to revise existing SOPs to conform to the approved format.

Mr. Jerry Parr suggested that there might be a need to designate a group to which members could bring matters when they felt a committee or board had not been responsive to their concerns. He offered that in the past the Environmental Laboratory Accreditation Board (ELAB) had performed that function, albeit informally, since, as Mr. Robert Wyeth noted, ELAB could only provide advice to EPA. Mr. Sotomayor felt that should this be pursued, that the designated group should be one within TNI. The committee agreed to postpone discussion on the topic and to add it as a future agenda item.

REVIEW OF PROGRAM SOPs

The committee discussed a set of SOPs received from the Consensus Standards Development Program (CSDP) and the National Environmental Laboratory Accreditation Program (NELAP):

- CSDP: Policies Governing Standards Development
- CSDP: Procedures for Expert Committee Operations
- NELAP: NELAP Board General Operating Procedures
- NELAP: Voting Procedure for General Business and Laboratory Accreditation Matters

The Committee reviewed each SOP separately and endorsed all of them for consideration by the TNI Board of Directors. The committee also offered some comments to be considered by the programs the next time the documents were revised.

Mr. Robert Wyeth moved to endorse the SOPs from the CSDP with the comments noted below. Ms. RaeAnn Haynes seconded the motion and it was approved unanimously. (Ms. Carol Schrenkel, who was not present, endorsed the SOPs via an electronic message.)

Mr. Wyeth moved that the committee endorse the SOPs from NELAP. Ms. JoAnn Boyd seconded the motion. Mr. Steve Stubbs abstained from voting but the rest of the committee members voted in favor of the motion. (Ms. Schrenkel endorsed the SOPs via an electronic message.)

The Policy Committee suggested changing the word "policies" to "procedures" in the title and internal references of the CSDP document "Policies Governing Standards Development". The Committee considered this an editorial change that should not affect the document's approval by ANSI.

The committee offered the following comments for the CSDP and NELAP to consider in future revisions:

- The CSDP should clarify in the two documents the quorum requirements for making decisions.
- NELAP should consider changing sub-section 2.1 of the SOP on "Voting Procedures for General Business and Laboratory Accreditation Matters" to: "At least three members present and voting on a general business matter at a TNI NELAP Board meeting". This would ensure consistency with SOP 1 - 102 "Decision-Making Rules for TNI Committees and Boards".
- NELAP should consider changing sub-section 2.2 of the SOP on "Voting Procedures for General Business and Laboratory Accreditation Matters" to: "A minimum of two-thirds of the NELAP Board membership when the board considers matters related to laboratory accreditation".

During the discussion of the NELAP SOPs, the committee Mr. Stubbs asked if it had been resolved that directors of TNI Program Boards, and specifically, NELAP, had to be TNI members. Mr. Parr and others recalled discussing the matter but did not feel that a resolution had been reached. Mr. Stubbs will ask the NELAP Board of Directors about the concerns regarding TNI membership.

ANNUAL REPORT

The committee deferred discussion of this item to its next meeting.

WORK PLANNING

The committee deferred discussion of this item to its next meeting.

NEXT STEPS

Mr. Sotomayor will forward messages to the CSDP and NELAP informing the programs of the committee's endorsement and comments on the SOPs. He will also forward the comments and the documents to the TNI Board of Directors for consideration at the board's March 12 meeting.

ADJOURNMENT

The meeting was adjourned at 1:00 PM (ET).

COMMITTEE MEMBERS
TNI
POLICY COMMITTEE
MARCH 3, 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 : jboyd@swri.org |

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|-----------------------------|--|---|
| RaeAnn Haynes | | 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 |
| Carol Schrenkel (Absent) | Technical Assistance | T : 610-280-3013 E : schrenkc@lionvillelab.com |
| Steve Stubbs | | T : 512-239-3343 E : sstubbs@tceq.state.tx.us |

Robert Wyeth

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Advocacy

**TNI
POLICY COMMITTEE MEETING
MARCH 3, 2008**

ACTION ITEMS GENERATED AT THIS MEETING

| Item No. Meeting Date | Action | Date to be Completed |
|--------------------------------------|--|---------------------------------|
| 1. 03/03/08 | The committee will discuss which body within TNI should review concerns brought by members regarding a non-responsive program. | 03/17/08 |
| 2. 03/03/08 | The committee will discuss its annual report and work planning. | 03/17/08 |
| 3. -3/03/08 | Mr. Stubbs will request that the TNI Board of Directors forward any concerns regarding TNI membership as a requisite for being a director. | 03/17/08 |

UNCOMPLETED ACTION ITEMS FROM PREVIOUS MEETINGS

| Item No. Meeting Date | Action | Date to be Completed |
|--------------------------------------|--|---------------------------------|
| 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. | 12/03/07 |
| 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 |

The NELAC Institute (TNI)
Policy Committee

March, 3 2008

11:30 AM – 12:55 PM (ET)

AGENDA

- 11:30 Attendance
- 11:35 Announcements
- Minutes of Previous Meetings
- 11:40 Review of Program SOPs
- CSDP: Policies Governing Standards Development
 - CSDP: Procedures for Expert Committee Operations
 - NELAP: NELAP Board General Operating Procedures
 - NELAP: Voting Procedure for General Business and Laboratory Accreditation Matters
- 12:00 Annual Report
- Committee Report
 - Standard Format
- 12:30 Work Planning
- Charter
 - SOPs to Draft
 - Others
- 12:50 Next Steps
- 12:55 Adjournment