

**TNI Policy Committee Meeting Summary
Friday December 4, 2015**

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. Without a quorum, no formal business could be conducted.

Several comments from Ilona about the October 16 minutes were discussed, and revised minutes will be issued.

2. Follow-Up on Complaint #23

Alfredo updated participants on his progress in responding to this complaint.

3. Review of NGAB Evaluation SOP 7-100

This SOP has not yet been formally approved by Policy. Changes were made to address comments from our previous review as well as a few other edits to conform to the now-clarified status of the NGAB activity within TNI.

Alfredo hopes to present it to the TNI Board's December 9 meeting, and those present agreed that an expedited email vote, requesting response no later than Tuesday, December 8, would be the best option to secure the needed approval. NOTE: The SOP was approved by email vote, and presented to the Board on December 9. The Board requested additional time to review the document, and plans to consider the SOP for formal endorsement at its January 13, 2016, meeting.

4. NELAP Mutual Recognition Policy 3-100

The NELAP AC made most but not all of the changes requested by the Policy Committee during its previous review of this document, but declined to accept the recommended language from section V 2 b concerning what a secondary AB may require of a lab requesting secondary accreditation. Certain ABs are unable to accept restrictions on their potential future actions, as a matter of state policy.

This policy will be considered at the next Policy Committee meeting, December 18, 2015. A few minor edits to ensure consistent fonts and matching punctuation marks will be made before that meeting.

5. Internal Audits – Self-Audit Checklist

Several meetings previously, Ilona had provided initial versions of both generic and Policy Committee-specific checklists, to be used for the annual committee self-audit, however performed. As the committee had discussed previously, we worked through the Policy Committee's checklist for the "generic" parts that would apply to all committees, as the example of how the self-audit could work. In doing this, we agreed to keep every part of the "generic" or upper portion of the checklist, whether or not it applies to a specific committee in the final set of checklists, and mark it "not applicable" (N/A) if necessary, since this will permit consistent formatting and easy compilation of results across the organization, for reporting purposes.

We noted several things:

- It's easy to mistakenly use an outdated version of an SOP, so that a few items will need to be updated;
- There is value to having lists for the self-audit, rather than just working from the SOP documents;
- The checklists may be revised as needed but these are a starting point to support implementation of the TNI Quality Management Plan;
- The P.A.s are expected to complete the checklist and then have the full committee review it prior to submission; and
- The optimum time for performing a committee's self-audit would seem to coincide with the annual update of the committee's charter.

At the end of working through the checklist, Alfredo and participants were satisfied that it is appropriate for the self-audit. For the next meeting, Ilona will make a few minor edits as noted during the discussion and we will then ensure that all bullets are addressed from today's agenda and finish the discussion about how to have individual committees review their complete self-audit checklists that include the committee-specific items from specific SOPs applying to that committee. Then, we can deploy the completed checklists to the various committees for review and acceptance

6. Next Meeting

Policy Committee will meet again on December 18, 2015, at 11 am Eastern. Documents and teleconference information and an agenda will be circulated in advance of the meeting. Action Items are included in Attachment B and Attachment C includes a listing of reminders.

Attachment A

Name/Affiliation	Representing	Present
Alfredo Sotomayor, Chair Milwaukee Metropolitan Sewer District Milwaukee, WI asotomayor@mmsd.com	TNI Board	Yes
JoAnn Boyd Southwest Research Institute, San Antonio, TX jboyd@swri.org	Lab and FSMO	Yes
Lynn Boysen MN ELAP Lynn.Boysen@state.mn.us	NELAP AC	No
Silky Labie, Vice Chair Env. Lab. Consulting & Technology, LLC Tallahassee, FL elcatllc@centurylink.net	At Large	No
Calista Daigle Dade Moeller, Inc. calista.daigle@moellerinc.com	NEFAP Executive Committee	Yes
Mei Beth Shepherd Shepherd Technical Services mbshep@sheptechserv.com	At Large	No
Eric Smith ALS eric.smith@alsglobal.com	PTP Executive Committee	No
Bob Wyeth Retired rwyeth@yahoo.com	CSD Executive Committee	No
Jerry Parr (ex-officio) Executive Director, TNI Jerry.Parr@nelac-institute.org		No
Lynn Bradley, Program Administrator The NELAC Institute (Staunton, VA) lynn.bradley@nelac-institute.org		Yes
Ilona Taunton, Program Administrator Ilona.taunton@nelac-institute.org	Will continue to participate until QMP review is completed, at Chair's invitation	Yes

Attachment B

Action Items – TNI Policy Committee

	Action Item	Who	Expected Completion	Comments/ Completion
82	Provide language for NEFAP Recognition Committee to be added to NEFAP section of Appendix 3 to QMP	Ilona	By final approval of QMP	
85	Explore possible paths for finalizing and implementing the draft style guide for TNI, currently residing with CSDEC	Alfredo, Jerry, Bob, Lynn,	TBD – began 7/10/15	Review progress @ 6 month intervals
86	Provide NGAB write-up for the QMP appendix	Alfredo	By time Internal Audit development is complete	
88	Prepare prototype for the self-audit checklist – “core” checklist	Ilona w/ subcommittee as needed	For 11/6/15 Policy Cmte meeting	Final revisions to be completed for 12/18/15 meeting

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	
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 of Policy committee documents (which will automatically require Board review)	10/17/14	Grew out of streamlining the approval process for SOPs and Policies
12	Revise how TNI refers to its own training courses, prepared and presented to train individuals for the accreditation and peer review (evaluation) processes. Typically, these are courses required in order to perform a specific function, yet are not referred to as a credential, per se, but are designed and presented under contract to TNI and thus implicitly endorsed by	1/23/15	From discussion about language used in SOP 5-101 (TNI-recognized training) versus usage elsewhere as just "TNI training" (e.g., NELAP Evaluation SOP 3-102)

	the organization.		
13	Changes to Appendix 3 of the QMP should be reflected on the web pages of the various committees as well as in their charters	5/15/15	Random thought by PA