

TNI Policy Committee Meeting Summary
Friday, June 3, 2016

1. Welcome, Roll Call and Announcements

The meeting was called to order by Patsy at 11 am Eastern. Attendance is recorded in Attachment 1.

2. Review of the Final Draft Version of TNI QMP

A few minor edits were made to the draft circulated for review, and these were accepted and approved by participants.

Signature page – to be replaced by the standard document control table with a new section 11 added for the revision history table.

§4.2 – a sentence was added to require Board endorsement of the implementation plans presented at the TNI annual meeting.

Appendix 1 (Ethics) will become a standalone document, along with Appendix 2 (Corporate Governance.) At a later date, these documents will be reviewed for possible updates.

With those changes, Bob moved and Silky seconded to approve the QMP for presentation to the TNI Board of Directors at its June 8 meeting. Approval was unanimous. Lynn reviewed the document for technical formatting and punctuation issues and delivered it to Jerry to distribute to the TNI Board NOTE: Lynn found one instance in section 9.2.1 that needed editing to match other approved language about charters and implementation plans; this change was reviewed and approved by Jerry and Patsy before distribution to the Board.

The final version of the approved document is distributed to committee members with these minutes.

3. CSDEC Style Guide

This document was first reviewed in July 2015, and concerns arose about whether it was appropriate for the Consensus Standards Development Program to develop guidance that would be applicable to the entire organization, and the committee set it aside, with a commitment to review the guidance request and document in about six months.

Upon re-review, all participants agreed that the document would best serve TNI if it were turned into an SOP for the formatting of standards. Bob will take this consensus decision back to the program's executive committee and rearrange the document into an SOP quickly, so that it can be returned to Policy Committee for approval prior to the next cycle of standards revisions. Jerry will send his comments to Bob and CSDEC.

4. Priority Setting for Pending Items

Jerry provided a list of policies and SOPs awaiting review, and participants determined their relative priorities which should cover all committee meetings before conference, if not into the fall.

Those documents, in priority order, are as follows:

1. NEFAP Nominating Procedure SOP 5-103
2. NELAP Evaluation SOP 3-102 as soon as approved by NELAP AC
3. LASEC Standards Review SOP 3-106
4. Other documents awaiting review as determined later – Pol 5-100, SOPs 4-102, 4-104, 4-105, 5-102, 5-105 and 5-106

5. Next Meeting

Policy Committee will meet again on June 22, 2016, at 11 am Eastern. This is a rescheduling of both the June 17 and July 1 meetings. Documents and teleconference information and an agenda will be circulated in advance of the meeting.

Patsy thanked Alfredo for continuing with the committee until the QMP review was completed. Ilona will continue to tag-team with Calista about who participates as the NEFAP representative.

Action Items are included in Attachment B and Attachment C includes a listing of reminders.

Attachment A

Name/Affiliation	Representing	Present
Alfredo Sotomayor (ex-officio) Milwaukee Metropolitan Sewer District Milwaukee, WI asotomayor@mmsd.com	TNI Board Chair	Yes
JoAnn Boyd Southwest Research Institute, San Antonio, TX jboyd@swri.org	Lab and FSMO	No
Lynn Boysen MN ELAP Lynn.Boysen@state.mn.us	NELAP AC	Yes
Silky Labie, Vice Chair Env. Lab. Consulting & Technology, LLC Tallahassee, FL elcatllc@centurylink.net	At Large	Yes
Calista Daigle Dade Moeller, Inc. calista.daigle@moellerinc.com	NEFAP Executive Committee	No
Patsy Root IDEXX Patsy-Root@idexx.com	TNI Board Secretary	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	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
Ilona Taunton, Program Administrator Ilona.taunton@nelac-institute.org	Will continue to participate until QMP review is completed, at Chair's	Yes

	invitation	
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Attachment B

Action Items – TNI Policy Committee

	Action Item	Who	Expected Completion	Comments/ Completion
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	Decision at June 3 meeting was to turn document into an SOP for the CSD program
89	Prepare individualized committee self-audit checklists and circulate to individual committees	Ilna with subcommittee	Deadline uncertain	Allow at least 1 month for cmte feedback to declare final documents
90	Revise QMP language about internal audits per committee discussions	Alfredo	Prior to April 15 meeting	Provided to chair and staff for preliminary review after April 15 meeting. Reviewed at May 9 meeting. QMP approved June 3.
93	Send results of guidance request review to Chemistry Expert Committee and NELAP AC	Alfredo	ASAP	
94	Rework revised Charter into new format	Patsy	TBD	Revised charter distributed April 6. Template for annual implementation plan addressed in QMP now
97	Formulate recommendation for updating and maintaining charters in new format	Jerry and/or Lynn	Need new plan to match discussions and new language in QMP	Add language about charters and annual implementation plans to both SOPs 1-101 and 2-101, along with annual self-audit requirement using checklist(s.) Revised SOPs need to be available when or shortly after the final QMP is approved.
98	Review LAMS ITQA and determine if update is needed to accommodate incorporation of methods	Jerry	Date of decision not specified	If update is required, assignment will go to the IT Committee and TNI's Database Administrator
99	Review final draft of QMP for approval at May 20 meeting	ALL	5/20/16 Delayed to June 3 meeting	Approved and presented to Board at June 8 meeting
100	Provide comments on style guide for incorporation into standards formatting SOP	Jerry	quickly	

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	
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
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	
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 the organization.	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)
15	Updates to Committee Chair training materials should include QMP when adopted as well as the need to specify decision rules (per SOPs 1-101 and 1-102)	3/4/16	Consider possibly specifying a default decision rule in one of the SOPs, or in committee charters. NOTE: NELAP AC has a voting SOP that declares decision rules for different types of issues
16	When internal audit checklists are posted to the website, be sure to add a disclaimer that those will be uncontrolled and may not be the latest version	5/9/16	
17	Review Ethics and Corporate Governance documents (as removed from the QMP) for possible updates	6/3/16	

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