

**TNI Policy Committee Meeting Summary
Friday, May 5, 2017**

1. Welcome, Roll Call and Announcements

The meeting was called to order by Patsy at 11:00 am Eastern. Attendance is recorded in Attachment 1. There were no comments on the April 21 minutes.

2. Review of Procurement Policy 1-113

Jerry provided a revision of this policy, with a sentence added in §3 to address recurring use of a satisfactory contractor. Additional renumbering is needed, and the revision will be eligible for approval at the next meeting.

3. Continued Review of Document Control SOP 1-104

Working from the partial revision from the April 21 meeting, review resumed with an extended discussion of the classes of documents and additional detail of what is or should be controlled versus what uncontrolled documents should be retained as archived information when they become obsolete. Participants agreed that the examples listed as Advocacy Committee documents in §4.6 are actually not controlled but should be archived. Jerry has created a list of documents, primarily from Advocacy, that are posted on the website and thus within the content management system even though they are not controlled, and all agreed that these should be included in a new, separate tab of the document control spreadsheet, with the addition of a new subsection 6.9 stating that uncontrolled documents, at the discretion of the Secretary, are appropriately archived.

Other specific comments are noted here:

§5 generally – Class I is standards. Class II is documents related to standards, (“supplementary to Class I”) such as guidance, standards interpretations, SOPs and policies, vote tallies and response-to-comment files. Other documents in Class II should be moved to Class III, along with the current phrasing for administrative documents that are typically not approved beyond the authors or relevant committees.

§5.2.1 – in referring to standards, the wording should be changed to “working, voting and interim draft” standards, to be consistent with current practice per SOP 2-100.

§5.2.2 – spell out “standard interpretation” rather than using SIR.

§5.2.3 – delete agendas from the sentence itemizing materials to be controlled.

§5.2.4 – revise sentence to read “...and the Board” rather than “boards,” to reflect currently used terminology.

§5.2.5 – spell out all acronyms

§5.3 – delete completely. This is covered in SOP 1-116.

§6.3 – revise to read that the “Secretary shall retain a list of Class I and Class II documents, essentially policies, SOPs, Bylaws and standards. All other controlled documents are managed in the content management system, archived as hard copy or archived in a secure cloud storage environment.” This second sentence may need to become §6.4.

Participants were poised to begin discussing whether a mandatory review date for possible disposal should be added, when several people needed to depart the call. Discussion will resume with that issue and §6.4 at the June 2 meeting.

5. Future Meetings

Policy Committee will meet again on June 2, 2017, at 11 am Eastern. An agenda and documents will be circulated in advance of the meeting.

NOTE: It turns out that Silky will not be available for the now-cancelled May 19 meeting, when Patsy will be on vacation.

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

Attachment A

Name/Affiliation	Representing	Present
Patsy Root, Chair IDEXX Patsy-Root@idexx.com	TNI Board Secretary	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	No
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
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 rfwyeth@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		Yes
Alfredo Sotomayor (ex-officio) Milwaukee Metropolitan Sewer District, WI asotomayor@mmsd.com	TNI Board Chair	No

Attachment B

Action Items – TNI Policy Committee

	Action Item	Who	Expected Completion	Comments/ Completion
106				
107				

Attachment C

Backburner / Reminders – TNI Policy Committee

	Item	Meeting Reference	Comments
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	Internal audit database will NOT be publicly available.
17	Review Ethics and Corporate Governance documents (as removed from the QMP) for possible updates	6/3/16	
18	Develop new policy about implementation dates for SOPs, based on recent decisions affirming the practice of completing activities underway with the former revision but newly initiated activities with the most recently approved version, as was done with the Standards Development SOP 2-100 and agreed upon with the NELAP Evaluation SOP 3-102	7/8/16	
19	Ensure that “ASAP” gets replaced with definite length of time during the next revision of the NELAP Evaluation SOP 3-102	11/4/16	
20	Develop and document a process to ensure that the latest versions of all TNI documents are promptly posted to the TNI website, with some method of notifying committee chairs (or those who sign up for updates about documents, which would need to be mandated for committee chairs and staff.) See also #11, above.	11/4/16	
23	Review various tracking formats used by committee	1/6/17	Best timing is probably along with outcomes of committee self-

	work plans and settle on a standardized version		audits? Fall/winter 2017-2018
24	Modify appropriate committee SOPs (1-101 and 2-101) to indicate that telephone numbers NOT be included on committee rosters made publicly available	1/6/17	One complainant indicated that phone number was found in committee minutes by someone they were trying to avoid.
25	Document mechanism for updating internal audit checklists annually, prior to call for completion of committee internal audits	2/3/17	
26	When CSDEC's glossary is ready, all TNI documents incorporating definitions should be reviewed to see if replacing individual definitions with a reference to the glossary is appropriate	2/24/17	Discussion while reviewing SOP 2-103