

**TNI Policy Committee Meeting Summary
Friday May 15, 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. Alfredo noted that any changes to the previous meeting's minutes should be requested within a week.

2. Standards Development SOP 2-100

In order to close out TNI's audit by ANSI, a minor edit was required to the previously approved version of the SOP, to remove the words "from the public" from §5.3.7. The CSDEC had quickly approved this edit and Policy Committee determined that it is an editorial change that will not require review by the TNI Board.

3. Continuing Review of TNI Draft Final Quality Management Plan

The review resumed with the Appendices. Lynn had been assigned to determine whether these documents (all bearing "draft" as both watermark and text) were truly draft or whether they have undergone review and approval, and if so, when and by whom. Neither the Code of Ethics (Appendix 1) nor the Corporate Governance Guidelines (Appendix 2) can be found as free-standing documents on the TNI Website, but Jerry recalled that they were presented to the Board about the time work first began on a QMP document. The Code of Ethics is attached to the April 14, 2010, Board Minutes, and those minutes note that both the Code of Ethics and the Corporate Governance Guidelines (which are not attached) will be revised and circulated to the Board for approval by email. The June 9, 2010, minutes direct that the Bylaws be revised to require that members follow the approved Code of Ethics, and provide for a 1-week comment period for the Governance Guidelines and the Code of Ethics. The July 14, 2010, Board minutes indicate that both documents had been approved.

Appendix 3, Governance and Operation, was included in the March 10, 2010, Board minutes, but were neither discussed nor approved at that meeting. They are not mentioned in the April 14, 2010, minutes, so this document was reviewed as a "first time" review.

Comments and specific edits discussed are itemized below.

App 1&2 – Jerry should please verify and include the approval dates for both the TNI Code of Ethics and the TNI Corporate Governance Guidelines, for these documents to be included in the final QMP document, and remove the "draft" indicators.

App 3 – Admin&Support, Program Components: delete Conference Planning Committee; add TNRC as item "a" under the Board; add exhibit coordinator and database administrator under Staff; and correct numbering.

Admin&Support, Board of Directors – rename executive committees as appropriate, they are no longer "boards."

Admin&Support, Advocacy Committee – first line, change program to committee; incorporate functions of Conference Planning Committee into second set of bullets (from first sentence of to-be-deleted material.)

Admin&Support, Finance Committee – add bullets for contract and proposal review and selection as well as financial decisions that affect TNI on a regular basis.

Admin&Support, IT – consider including SSAS in the third bullet.

Admin&Support, Nominating Committee – add that this group may be asked to recommend candidates for other committees or working groups as requested by the Board.

Admin&Support, Policy Committee – drop the first sentence, this group is no longer a “resource.” Add 3 bullets: development and review of policies, SOPs, guidance and position statements; reviews other documents as assigned by the Board; receives and manages complaints against TNI (no recommendation about keeping the possible actions on these documents that are currently in the second bullet.)

Admin&Support, Executive Director – no comment.

Admin&Support, Program Administrators – no comment.

NELAP, Description and Program Components – no comment.

NELAP, LASEC – add “and interpretation of standards to 2nd bullet in 2nd set of bullets. In 3rd set of bullets, delete the 2nd one (about training) as well as the note.

NELAP, NELAP AC – add that the EPA Liaison is not a voting member of the Council, since that role is restricted solely to AB representatives.

PTP, Program Components – ensure that references are to the PT Program or the PTPEC throughout.

PTPEC, Composition – add that PTPEC includes a NEFAP AB.

PTPEC, Duties – 1st bullet should clarify that the PTPEC evaluates PTPAs and provides a recommendation to the TNI Board. 2nd bullet should be rephrased to indicate that PTPEC reviews reports from PTPAs and makes program adjustments as needed.

CSDP, Program Description – remove “perhaps” from the first line.” End the last sentence of the description at the word “Developer,” omitting everything after “and.”

CSDP, Program Components – correct spelling of radiochemistry and add Whole Effluent Toxicity (WET). Here and beyond, remove “P” or program and refer to CSDEC (without the word “program.”)

CSDP, Duties of CSDEC – add “and ANSI” to the 6th/last bullet.

CSDP, SSAS Program – show this as a black title bar. Remove 3rd & 4th sentences (including references to privatizing the program,) and keep the final sentence as is. (Ed. - does final phrase need to be deleted, about EPA withdrawing from supplying audit samples?)

NEFAP, Description and Program Components – no comment except to clean up format.

NEFAP, Duties – add a bullet similar to the LASEC’s “Developing tools and templates to assist ... with implementing accreditation programs.” Other duties should roughly parallel LASEC’s, as well.

NEFAP, NEW BLACK BAR – add a black bar for the NEFAP Recognition Committee (Ilona to provide language for description and duties.)

The committee discussed that Appendix 3 will need frequent revisions, and whether it should become a separate TNI document that is only referenced here, but ultimately decided that the Executive Director and Program Administrators should be assigned to review the QMP annually and report to the Board with recommended changes (if any.) This requirement should either become §9.5 or be included under Continuous Improvement (however renumbered) in the main body of the QMP.

4. Internal Audit Documents to Accompany QMP

Ilona, working with Kim Watson and Myron Gunsalus, developed and provided two summary documents and a package of program checklists, prior to the meeting. **Ilona** offered a verbal overview of the vision of how this package would work with the implementation of the QMP.

The requirements of all SOPs applicable to various program and committee operations were packaged into the individual program checklists, along with an estimate of the magnitude of risk to the organization if the requirements were not met. Annual self-audits of the separate programs (using this package) can hopefully be captured in a database for ease of reference over time, and then on a five-year cycle, the Program Administrators can perform external audits of other programs. If there is a conflict of interest, a program volunteer could be sought to perform such external audit.

Ilona suggested that the provided document titled "Summary..." could replace the current "Internal Audit" section of the QMP, and the spreadsheets captured as an additional appendix or, if the desired database can be developed, then the database should be described in that appendix, instead, so that some summary of what the checklists address gets included with the QMP.

Further discussion of internal audits will continue at the June 5 meeting.

5. Next Meeting

Policy Committee will meet again on June 5, 2015, at 11 am Eastern. Documents and teleconference information and an agenda will be circulated in advance of the meeting. Unless another priority arises, we will continue reviewing the Internal Audit documents related to the draft final TNI Quality Management Plan.

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	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	No
Calista Daigle Dade Moeller, Inc. calista.daigle@moellerinc.com	NEFAP Executive Committee	No
Mei Beth Shepherd Shepherd Technical Services mbshep@sheptechserv.com	At Large	Yes
Eric Smith ALS eric.smith@alsglobal.com	PTP Executive Committee	Yes
Bob Wyeth Retired rwyeth@yahoo.com	CSD Executive Committee	No
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 invitation	Yes

Attachment B

Action Items – TNI Policy Committee

	Action Item	Who	Expected Completion	Comments/Completion
60	Send request for review of POL 5-100 to NEFAP EC	Alfredo	April 2014	?
73	Complete and transmit to PTPEC Chair a package of Policy Committee Review Forms for SOP 4-102, 4-105 and 4-107, accompanied by a note that review of the PTPEC Evaluation SOP 4-104 will be postponed pending its revision after V3&V4 of the TNI ELSS standard is completed	Alfredo	November 2014	Materials sent to AST at his new email for processing
78	Revise SOP 2-100 per committee comments and request re-vote by CSDEC	Bob	March 30	April 3, 2015 Revised SOP 2-100 reviewed and recommended for presenting to TNI Board for April meeting
79	Compile comments on all reviewed NEFAP SOPs and send to Alfredo for transmission to NEFAP Chair	Lynn	Mid-April	April 22, 2015
80	Compile list of documents relating to handling of the Code of Ethics and possible violations of that code	Lynn	With minutes	May 10, 2015
81	Verify Board approval/adoption of QMP Appendices 1&2	Jerry	By final approval of QMP	
82	Provide language for NEFAP Recognition Committee to be added to NEFAP section of Appendix 3 to QMP	Ilona	By final approval of QMP	

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