

TNI Policy Committee Meeting Summary Monday, May 9, 2016

1. Welcome, Roll Call and Announcements

The meeting was called to order by Patsy at 1 pm Eastern. This meeting was rescheduled from the “regular” day of Friday, May 6. Attendance is recorded in Attachment 1.

2. Review of the TNI QMP with Recent Revisions

This review is continued from previous meetings. New language about internal audits was provided by Alfredo and is included in the version reviewed during this May 9 meeting.

Changes discussed and accepted are noted here:

- §9.1 – insert “but are not necessarily limited to” after mechanisms in the second sentence
- §9.2 – after discussion of the distinction and overlap of the terms self-audit and internal audit, the entire audit section will be numbered 9.2, with 9.2.1 discussing self-and internal audits and then the former 9.3 being renumbered to 9.2.2, discussing external audits, Delete Appendix 4 that was specifics topics for self- and internal audits.
- §9.4 – renumber to 9.3, eliminate reference to membership records and delete “program” in the CSDEC name, After discussion of who “owns” the corrective action records, it was agreed that audit records will be available in Dropbox, with restricted access; currently, fourteen (14) individuals including staff and officers of the organization have access to this cloud storage area
- §9.4 which was originally a duplicate number is now correctly numbered. Discussion about who is responsible for tracking complaints resolved that Policy Committee holds that responsibility
- §10 – this definitions section will be removed. Bob will take these terms into consideration with the Glossary being created by CSDEC
- §11 – renumber to be section 10. Reference ANSI document as “most recent version” and delete the individual SOP but add reference to URL for all TNI Policies and SOPs
- Appendices 1&2 – keep in the QMP. These are Board-approved documents not generally available elsewhere
- Appendix 3 – remove. The historic version is available on the TNI website.

Patsy asked that Committee members please review the final draft, provided with these minutes, and be prepared to address any final revisions and then approve the QMP for presentation to the TNI Board of Directors at its June 8 meeting.

3. Next Meeting

Policy Committee will meet again on May 20, 2016, at 11 am Eastern. Documents and teleconference information and an agenda will be circulated in advance of the meeting.

The planned review of the CSDEC style guide will be taken up as soon as the QMP is completed, with charter revisions to follow along with any needed document reviews. Other items pending Policy Committee action will be discussed and prioritized during this call or the following one.

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	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
Patsy Root IDEXX Patsy-Root@idexx.com	TNI Board Secretary	Yes
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	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	No

	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	Will review at April 15 meeting
89	Prepare individualized committee self-audit checklists and circulate to individual committees	Ilna with subcommittee	Late April 2016 for preparation of checklists	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
93	Send results of guidance request review to Chemistry Expert Committee and NELAP AC	Alfredo	ASAP	
94	Rework revised Charter into new format	Patsy	Prior to April 15 meeting	Revised charter distributed April 6. Template for annual implementation plan pending
97	Formulate recommendation for updating and maintaining charters in new format	Jerry and/or Lynn	Once new template is agreed upon, possibly after May 6 meeting. §8.3 of SOPs?	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 the final QMP is approved. Ed. NOTE: Consider whether to include committee chairs in preparing newly required annual report, and if that should be included in this SOP revision.
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	Plan to present QMP to Board at June 8 meeting
100				

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)
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 Appendix 3 has been deleted from the QMP, 5/9/16
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	