

**TNI Policy Committee Meeting Summary
Friday, October 7, 2016**

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. The committee did not meet in August and the scheduled September 16, 2016, meeting had no attendees beyond the chair and staff.

2. LASEC Standards Review for Suitability SOP 3-106

LASEC provided a revised version of its Standards Review for Suitability SOP 3-106, addressing Policy Committee comments from June 5, 2015, and adding some additional changes recommended from the CSDP. Participants were satisfied with most of the revisions. They requested that the running title (in the header) needed to have LASEC removed since that committee name is not in the title on the cover page, and the Standards Review Council will use the "suitability" framework in its review also. Additionally, Policy Committee approved a motion to require elimination of the bullet about economic considerations from the definition of suitability.

NOTE: These two changes were made with the agreement of the LASEC Chair but without full committee consideration, so that the SOP can be presented to the TNI Board on October 12, for endorsement. The changes were verified by Patsy.

3. Transmittal Memo and Self-Audit Checklists for the QMP

Ilona provided draft language for a transmittal memorandum to all committee chairs and three example checklists. Since the transmittal memo will be the first encounter with the QMP for most of the Committee chairs, its content needs to go beyond just explaining that each committee is asked to review its self-audit checklist, and give a basic framework for the QMP itself as well as introducing the internal audit process.

Committee members agreed that the draft language does provide a comprehensive explanation, as written, and generally accepted the draft checklists presented. These current checklists are very similar to the earlier versions reviewed (and the one specific to Policy Committee, in particular), with a general section based on the Committee Operations SOPs 1-101 (general) and 2-101 (expert committees,) then a committee-specific section based on each individual committee's policies and procedures. Ilona expects to send those checklists, with the transmittal, to the individual chairs by October 14.

Lynn noted that the November issue of the TNI newsletter will have an article about the QMP, also.

4. Upcoming Agenda Items for the Committee

Participants discussed and prioritized documents to be reviewed at upcoming meetings. The NELAP Evaluation SOP 3-102 will be available, with revisions as requested by Policy, and there may be NEFAP and/or PTPEC SOPs soon to reach provisional status, as well.

The priority item will be the new format for committee charters, as discussed in the QMP where charters are multi-year documents that get revised with strategic plan updates, and the new accompanying implementation plans that will be presented at the TNI Annual Meeting and now

ratified by the Board thereafter. CSDEC has a format that it has used recently, and Patsy was going to create the more general format envisioned in discussions earlier this year.

5. Future Meetings

Policy Committee will meet again on October 21 at 11 am Eastern.

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	Yes
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	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 rfwyeth@yahoo.com	CSD Executive Committee	Yes
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		Yes
Alfredo Sotomayor (ex-officio) Milwaukee Metropolitan Sewer District, WI asotomayor@mmsd.com	TNI Board Chair	Yes

Attachment B

Action Items – TNI Policy Committee

	Action Item	Who	Expected Completion	Comments/ Completion
89	Prepare individualized committee self-audit checklists and circulate to individual committees	Ilona with subcommittee	Mid-September, per discussion at July 13 Board meeting	Drafts reviewed at October 7 meeting. Delivery to committees by October 14
93	Send results of guidance request review to Chemistry Expert Committee and NELAP AC	Alfredo	ASAP	
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
100	Provide comments on style guide for incorporation into standards formatting SOP	Jerry	quickly	No further action until review of SOP arrives at Policy Committee

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	
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	
