

**TNI Policy Committee Meeting Summary
Friday, December 2, 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. There were no comments on the November 18 minutes.

2. Review of PTPEC Complaint SOP 4-102

This update of the subject SOP was presented as one of the first updates resulting from a systematic review of all PTPEC SOPs. Preliminary discussion focused on whether “conflict of interest” (COI) is anywhere specifically defined, and concluded that Policies 1-101 and 1-102 address COI and noted that all members are required to abide by the TNI Code of Ethics, and to commit to doing so as a condition of membership. Specific comments on specific sections are noted below.

§4 – the definition of appeal in this SOP is intended to parallel the “request for reconsideration” as used in the NELAP. Participants acknowledged that confusion of terminology exists but should be clarified in the next half year as the CSDEC completes its glossary. For now, under this SOP, a complaint is resolved within the committee, and if not satisfied, may be escalated to a dispute; an appeal is specific to the recognition of an Accreditation Body (AB) and if not satisfactorily resolved would then escalate to dispute resolution. Participants recommended an editorial review of this SOP once the glossary is finalized.

§5.1 – eliminate the note and make that a standalone sentence.

§5.3.2 – PTPEC may wish to clarify that each new complaint results in the formation of a unique subcommittee to address that complaint.

§5.4 – rephrase the recusal of individuals with COI to emphasize that those individuals are excluded from the discussion and review of the subcommittee results as well as from distribution of the subcommittee’s report.

§5.6 – the response should include information about dispute resolution or appeal, as appropriate

§6.0 – clarify that a complaint proceeds to an appeal only IF PTPA recognition is involved, and then the final stage for either complaint or appeal is dispute resolution.

§6.5 – add “and has recused themselves” to the end of the first sentence.

§6.6 – remove the word “valid”.

§7.0 – clarify that “Chair” refers to the “Chair of Review Panel.”

§7.3 – consider replacing “reasonable cause” with COI instead.

§7.9 – as written this allows for the possibility that PTPEC could reject the decision of the Review Panel. The SOP should state what happens in that case. Participants recommend that a clear rationale be stated followed by discussion with the Panel until some mutual understanding is attained, all prior to notifying the submitter of the conclusion or outcome. PTPEC should only reject the Panel’s conclusion after serious consultation with the Review Panel, and PTPEC should also inform the TNI Board of Directors of that decision to reject the Review Panel’s decision.

That concluded the SOP review, and the meeting time expired.

6. Future Meetings

Policy Committee will meet again on January 6, 2017, at 11 am Eastern. Lynn agreed to draft a template for committee work plans and the committee annual reports, to be used for the annual

meeting, and share that with Patsy and Ilona prior to the next meeting, to accompany finalizing the Charter template.

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	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
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 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	No

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	Responses from committees requested for February 2017	Delivery to committees after November newsletter article is published, per BoD
93	Send results of guidance request review to Chemistry Expert Committee and NELAP AC	Alfredo	ASAP	Revised document sent by Lynn to both groups
97	Formulate recommendation for updating and maintaining charters in new format	Jerry and/or Lynn	Charter format review underway during October, November & December 2016	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
101	Provide updated versions of PTPEC and NEFAP SOPs/Policies if available	Ilona	Prior to November 18 meeting	Updated SOPs received and distributed for November 18 meeting
102	Provide draft template for charters. [See item 8, Attachment C, for additional item about additional stakeholder categories.]	Patsy	Prior to December 2 meeting	
103	Provide draft spreadsheet for tracking reviews of SOPs and policies and communications with the originating committees	Patsy	Prior to December 2 meeting	
104	Draft template for committee annual reports and work plans	Lynn	Send to Patsy, Ilona and Jerry prior to January 6 meeting	

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 being revised so that membership, budget and annual activities will be placed in a separate "implementation plan" per the QMP. to be upgraded to address committee annual budgets later this year. This item will be deleted
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	Address with revision of Charter format
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	7/8/16	

	recently approved version, as was done with the Standards Development SOP 2-100 and agreed upon with the NELAP Evaluation SOP 3-102		
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	
21	Develop a procedure is needed for all committees, about creating charters and annual work plans	11/18/16	
22	Review SOP 4-102 (and likely others) once the CSDEC glossary is finalized	12/2/16	