

TNI Policy Committee Meeting Summary
Friday February 5, 2016

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.

2. Follow-Up from Conference about NGAB Activities

During the NGAB session at conference, the structural placement of the TNRC was discussed at length, with the consensus being that TNRC should remain as it is, under the TNI Board, at least until the initial recognitions are accomplished and the NGAB workgroup dissolved, rather than move to a "dotted line" relationship with LASEC. A formal decision on these matters is expected at the next meeting of the NGAB workgroup with the TNRC.

A logo for use on the NGAB certificates for accreditation to the NELAP standard remains to be decided upon. Avoiding adding any additional potential confusion with NELAP-accredited labs is paramount.

One participant suggested that the NGAB activity might eventually warrant recognition as a TNI core program. Another suggestion offered was that TNI might reorganize its accreditation activities into regulatory and non-regulatory programs. Alfredo noted that the recent merger of two former commercial ABs into ANAB may be why there was no appeal of TNI's response to Complaint #23 about the NGAB activity not being a core program. Policy Committee may be involved later, if the recognized NGABs or TNRC produce policies and procedures needing review, but this is not expected before late summer.

3. TNI's QMP – Actions Needed to Finalize for Presentation to the Board

Ilona noted that the subcommittee members (Myron Gunsalus and Ken Lancaster) are still available to work on checklists, so that these can be finalized and sent for review by the committees over the next month. She hopes to expand the subcommittee to include more CSD and NELAP representatives.

Alfredo agreed to update the language about internal audits in section 9.3 of the draft QMP to match the discussions and agreements from Policy Committee.

Ilona can add language directly from the NEFAP Evaluation SOP to the appendix describing programs, for a description of the NEFAP Recognition Committee.

The need for final language about the NGAB activity and TNRC will be decided after the next NGAB workgroup/TNRC meeting, see #2 above. This should be accomplished by the end of February.

Participants agreed to aim for a final review of the entire document at our March 4 meeting, in preparation for presenting the draft final QMP to the TNI Board at its March 9 meeting.

4. Possible Items for Policy Committee on February 19

With no definite items pending, participants discussed possible activities for this next meeting. One item may be the "Request for Approval to Develop Guidance" for labs to implement the Calibration and Detection/Quantitation portions of the revised Chemistry module. It emerged from discussion that the NELAP AC should submit this request, rather than the Chemistry

committee, since the AC is the group requesting the guidance be developed. NOTE: This guidance has since been received and distributed to Policy Committee members.

Other possible items are the NEFAP SOPs that are in process of revision, although these are not on a set timeframe at present.

NOTE: After the meeting adjourned, Alfredo and Silky remained on the line with Lynn, and we looked at Attachment C of the minutes for “parking lot” items that might be quickly addressed with a minor change to an existing SOP. Lynn will comb through these and distribute appropriate materials for the February 19 meeting.

6. Next Meeting

Policy Committee will meet again on February 19, 2016, at 11 am Eastern. Documents and teleconference information and an agenda will be circulated in advance of the meeting. 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 | 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 | 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 | | 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 | 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 |
|----|---|---------------------------------|---------------------------------|--|
| 82 | Provide language for NEFAP Recognition Committee to be added to NEFAP section of Appendix 3 to QMP | Ilona | Prior to March 4 | |
| 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 | Review progress @ 6 month intervals |
| 86 | Provide NGAB write-up for the QMP appendix | Alfredo | Prior to March 4 | |
| 88 | Prepare prototype for the self-audit checklist – “core” checklist | Ilona w/ subcommittee as needed | For 11/6/15 Policy Cmte meeting | Completed and approved |
| 89 | Prepare individualized committee self-audit checklists and circulate to individual committees | Ilona with subcommittee | Possibly April 2016? | Allow at least 1 month for cmte feedback |
| 90 | Revise QMP language about internal audits per committee discussions | Alfredo | Prior to March 4 | Appropriate portion of QMP is §9.3 |
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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) |

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| | 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 |
| 14 | Add concept of managing risk to TNI into the committee chair training materials | 12/18/15 | Came out of internal audit discussions |
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