

**TNI Policy Committee Meeting Summary
Friday, July 20, 2018**

1. Welcome, Roll Call and Announcements

Patsy welcomed everyone to the meeting. Attendance is recorded in Attachment 1.

2. Internal Audits

The discussion of this topic is delayed until the August 17 meeting. At that time, Ilona will review the database and checklists with Policy Committee.

Participants discussed the need for an SOP to accompany the announcement and instructions to TNI committees when it comes time to commence these audits. Some sort of training may be needed as well.

3. PowerDMS to Eventually Replace DropBox as the Repository of TNI Controlled Documents

While Policy Committee and TNI staff seem to be the only regular users of this software, to date, Jerry has decided to go forward with phasing out DropBox and using PowerDMS as the repository of TNI's controlled documents. He noted that TNI's Webmaster has created a systematic way to perform regular updates of controlled documents to the TNI website, based on the "published" documents (*i.e.*, most recent approved versions), so that individual notifications of new documents and updated versions will no longer be needed.

NOTE: Certain SOPs will require updating to accommodate the fact that distinguishing between "provisional" and "final" status with this new system will work differently and may not be possible, making "provisional" status obsolete.

4. Final Approval of LASEC Conflict of Interest SOP 3-113

The Laboratory Accreditation Systems Executive Committee made and approved the changes to SOP 3-113 that were requested by Policy Committee at its June 1 meeting. Bob moved and Mei Beth seconded that the revised version be approved; approval was unanimous. Ilona and Bob were advised that the other TNI executive committees are welcome to adopt a similar approach for their required Conflict of Interest SOPs.

5. Review of Position Statement POS 1206, The Management (a.k.a. Quality) Systems Approach to Accreditation

This position statement has been in development for a number of years, but kept getting set aside while other priorities were addressed. Participants offered the following comments and recommendations for the document:

Throughout the document -- Please use consistent capitalization for proper nouns.

Title – prefer to omit the parenthesis and refer to Quality Management Systems, which is the terminology in use within TNI. If that usage changes in the future, the document can be upgraded to reflect future preferences, perhaps when the next revision of the TNI Environmental Lab Sector Standard is ready for adoption.

Introduction – please clarify “more rounded and comprehensive”; participants suggest the phrase “expanded and comprehensive?”

Benefits – recommend adding “and public health” at the end of the 1st sentence, *1st paragraph*.

2nd paragraph, 1st sentence – recommend rephrasing to say “A good QMS does not have to be difficult to implement”, as a high level positive approach, rather than focusing on the absence of negative impacts. If the Advocacy Committee wishes to retain reference to expense and time, please consider making it a subordinate clause. Another alternative would be to state that “a QMS can be effectively implemented by an organization of any size.”

2nd sentence – recommend omit “and require extensive retesting” since this is deemed inappropriately negative for a position statement.

Last sentence – recommend rephrasing to read “The result of adopting the principles and practices of a quality management system such as the TNI standard is improved standardization of operations and improved data quality with increased confidence....”

3rd paragraph – recommend either including mention of benefits to oversight bodies or else remove mention of them from the introductory sentence (in the call-out box – PTPAs & ABs)

2nd & 3rd bullets – change “laboratories” to “organizations” or else identify benefits for the individual parties (FSMOs and labs separate from other entities).

3rd bullet – delete “of the health” and consider mentioning that accreditation/QMS streamlines obtaining certification/accreditation from additional states beyond the “home state.”

Recommendations – please reword the subject of the first recommendation to be the TNI standard rather than TNI’s program. Also, the list of organizations here should match the list included in the call-out box immediately under the title – Advocacy Committee should decide which is the appropriate focus of the document, but participants assumed that the call-out box is preferred?

2nd recommendation – consider emphasizing that a QMS is needed whether or not a lab chooses to seek accreditation.

2nd & 3rd recommendations – remove “should” and replace with more definite phrasing or “will”.

4th bullet (new) – consider adding a bullet saying that TNI promotes regulators and lab clients to encourage/require testing organizations to adopt quality management systems whether or not they require accreditation of the organization.

The results of Policy’s review were transmitted to Advocacy Committee on July 28.

6. Future Meetings

The next meeting will occur on Friday, August 17, 2018. An agenda and documents will be sent in advance of the meeting. In Patsy’s absence, Silky will chair that teleconference meeting, and the primary topic will be a discussion of internal audits. Screen sharing will be essential for the August 17 meeting.

Attachment A

Name/Affiliation	Representing	Present
Patsy Root, Chair IDEXX Patsy-Root@idexx.com	TNI Board Secretary	Yes
Silky Labie, Vice Chair Env. Lab. Consulting & Technology, LLC Tallahassee, FL elcatllc@centurylink.net	At Large	Yes
JoAnn Boyd Southwest Research Institute, San Antonio, TX jboyd@swri.org	Lab and FSMO	No
Calista Daigle Dade Moeller, Inc. calista.daigle@moellerinc.com	NEFAP Executive Committee	No
Virginia Hunsberger PA DEP vhunsberge@pa.gov	NELAP	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		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		Yes
Alfredo Sotomayor (ex-officio) Milwaukee Metropolitan Sewer District, WI asotomayor@mmsd.com	TNI Board Chair	No