

**TNI Policy Committee Meeting Summary
Friday, June 1, 2018**

1. Welcome, Roll Call and Announcements

In Patsy's planned absence, Silky welcomed everyone to the meeting. Attendance is recorded in Attachment 1.

2. Review of LASEC Conflict of Interest SOP 3-113

This new SOP was created by LASEC, as required by the Conflict of Interest Policy 1-101. Participants offered the following comments:

- §1 – add the acronym LASEC
- §5.2 – replace the word "bias" which connotes unfairness, with a more neutral alternative. "Viewpoint" was the group's recommendation
- §5.3 – move the period at the end to outside of the parenthesis
- §6.1 – should be just §6.0 as there is no other text in this section

Lynn will take these changes back to LASEC for approval at its June meeting, since the word replacement is not considered "editorial."

3. Review of Conflicts within the TNI Glossary

Jerry provided a file of the conflicting definitions. Policy's recommended resolution of the conflict is noted in the far right column, in the table below.

TERM (terms in <i>italics</i> are specific to ISO/IEC)	SOURCE (not all inclusive)	DEFINITION	RESOLUTION -- Policy Committee June 1, 2018
Assessment	EL-V1M2, M3, V2M1	The evaluation process used to measure or establish the performance, effectiveness and conformance of an organization and/or its systems to defined criteria (to the standards and requirements of laboratory accreditation).	Definitions are not copyrighted, but better that the TNI ones match ISO where possible. Notify QS, Asbestos and LAB (and FAC) to use the ISO definitions in the future. Policy Committee believes that updating the definitions in the current standard should be considered an "editorial" change.
<i>Assessment</i>	<i>ISO 17011: 20014(E); Clause 3.7</i>	<i>The process undertaken by an accreditation body to assess the competence of the organization, based on particular standard(s) and/or other normative documents and for a defined scope of accreditation.</i>	

Audit	EL-V1M2	The systematic and independent examination/evaluation of facilities, equipment, personnel, training, procedures, record keeping, data validation, data management, and reporting aspects of a system to determine whether QA/QC and technical activities are being conducted as planned, whether these activities will effectively achieve quality objectives.	The only use of "audit" in SOP 3-102 is with reference to internal audits, so that this is not an actual conflict. It is acceptable to have a different definition when there is a different use of the term and it serves a purpose, as in this SOP.
Audit	SOP 3-102	A systematic evaluation to determine the conformance to quantitative and qualitative specifications of some operational function or activity.	
Certified Reference Material (CRM)	EL-V1M2	Reference material, accompanied by a certificate, having a value, measurement uncertainty, and stated metrological traceability chain to a national metrology institute.	Leave V1M2 as is. It's not clear that Guide 30 is relevant.
<i>Certified Reference Material (CRM)</i>	<i>ISO Guide 30:2015</i>	<i>Reference material characterized by a metrologically valid procedure for one or more specific properties, accompanied by a certificate that provides the value of the specified property, its associated uncertainty, and a statement of metrological traceability.</i>	
Evaluation Coordinator (EC)	SOP 3-102	An individual chosen by the NELAP AC, (typically the NELAP Program Administrator) to coordinate the evaluation process, to facilitate communications as needed, and assure that all steps of the evaluation are completed in a timely manner.	Revise both definitions to read "An individual chosen by TNI or a group within TNI, to coordinate the evaluation process of an AB."
Evaluation Coordinator (EC)	SOP 7-100	An individual chosen by TNI or a designated TNI group to coordinate the evaluation process of an AB,	

Laboratory Accreditation System Executive Committee (LASEC)	Committee Charter	The committee within TNI that manages TNI's efforts in supporting a national program for the accreditation of environmental laboratories by supporting the NELAP Accreditation Bodies (ABs) and non-governmental ABs (NGABs) recognized to accredit to the TNI Environmental Laboratory Sector (ELS) Standard, enabling stakeholders such as laboratories, proficiency testing providers and data users to effectively participate in the development of, adoption and implementation of, and compliance with the TNI standards.	It's not clear that there needs to exist a definition of LASEC in the SOPs, since the SOPs only mention LASEC with reference to the Standard Interpretations which are managed by LASEC. The definition within the committee charter should take precedence, and the definitions in both SOPs should be deleted.
Laboratory Accreditation System Executive Committee (LASEC)	SOP-2-100	A group with balanced representation whose duties include ensuring environmental laboratory accreditation standards are suitable for use by TNI.	
Laboratory Accreditation System Executive Committee (LASEC)	SOP-3-102	A committee whose purpose is to develop a system for the accreditation of environmental laboratories that consists of the policies and procedures, interpretations, guidance documents, and any related tools (e.g., checklists and SOPs for assessments, etc.) used by accrediting bodies to implement a national environmental laboratory accreditation program.	
Lead Evaluator	SOP 3-102	The chosen member of the ET who provides direction for the ET and is responsible for issuing the written final recommendation regarding AB recognition, based on input from the entire team.	These definitions should be harmonized as SOPs 3-102 and 7-101 are revised. SOP 7-100 is soon to be obsolete, replaced by SOP 7-101 (the combined evaluation procedure.) Policy Committee notes that the processes are somewhat different, as defined by the separate SOPs.
Lead Evaluator (LE):	SOP-7-100	A member of the Evaluation Team (ET) who leads the team and is responsible for the final report regarding NGAB recognition, after receiving input from the entire team. The lead evaluator may also serve as the evaluation coordinator.	
Matrix	EL-V1M2	The substrate of a test sample.	Request that both committees reconsider the definitions at the next revision, since neither is ideal, as written. The IUPAC definition is "components of a sample other than the analyte".
Matrix	FSMO-V1	The substance upon which a measurement is made or from which a sample is collected. The matrix includes the physical, chemical, biological and radiological characteristics of the material.	

NELAP Accreditation Council (AC)	SOP-3-102; SOP 3-103	The body within NELAP comprised of representatives of each NELAP AB and holding final authority for implementation of the program for the accreditation of environmental laboratories.	
NELAP Accreditation Council (AC)	Bylaws	The NELAP Accreditation Council consists of one individual from each recognized NELAP Accreditation Body, appointed by the Accreditation Body. The NELAP Accreditation Council has final authority for implementation of NELAP among participating states for the accreditation of environmental laboratories. It develops and approves the policies and procedures that govern NELAP operations and is responsible for ensuring the successful implementation of the program.	There is no conflict. The wording from the Bylaws is a description of the NELAP AC, and not a definition. Both should remain as they are.
Preservation	EL-V1M2	Any conditions under which a sample must be kept in order to maintain chemical and/or biological integrity prior to analysis.	The definition in EL-V1M2 is preferred. FAC should consider harmonizing its definition accordingly.
Preservation	FSMO-V1	The physical, chemical and/or radiological treatment of a sample to prevent the gain or loss of target analytes before analysis; filtration, refrigeration and chemical additions are examples of preservation.	
Proficiency Testing Program (PT Program)	By-Laws	A Core Program whose purpose is to establish and maintain a PT program to support TNI's programs and contains the following elements: Fields of Proficiency Testing, including, but not limited to, analytes, concentrations, matrices and acceptance limits appropriate for the scope of environmental monitoring performed in the United States by PT providers recognized for their competence to issue PT samples to laboratories.	The wording from the Bylaws is descriptive, not definitive, and does not conflict with the definition in V2M2.
Proficiency Testing Program (PT Program)	V2M2	The aggregate of providing rigorously controlled and standardized environmental samples to a laboratory for analysis, reporting of results, statistical evaluation of the results and the collective demographics and results summary of all participating laboratories.	
Proficiency Testing Provider (PT Provider/PTP)	EL-V1M1, V2M2, V3, V4;	A person or organization accredited by a TNI-approved Proficiency Testing Provider Accreditor to operate a TNI-compliant PT program.	These definitions should be harmonized. Policy Committee tends to favor the language of the FSMO

Proficiency Testing Provider (PT Provider/PTP)	FSMO-V1	Any private party or government entity accredited by a TNI recognized PTPA that meets the stringent requirement to produce and distribution compliant samples, evaluate study results against published performance criteria, and report the results to laboratories, FSMO's, ABs and its PTPA.	standard.
Reference Material	EL-V1M2, V3	Material or substance, one or more of whose property values are sufficiently homogeneous and well established to be used for the calibration of an apparatus, the assessment of a measurement method, or for assigning values to materials.	Keep the wording from the ELS standard. Significance of Guide 30 definition is unclear, as with CRM above.
Reference Material	ISO Guide 30:20	<i>Material, sufficiently homogeneous and stable with respect to one or more specified properties, which has been established to be fit for its intended use in a measurement process.</i>	
Standard	V1M2	The document describing the elements of laboratory accreditation that has been developed and established within the consensus principles of standard setting and meets the approval requirements of standard adoption organizations procedures and policies.	It's unclear why a definition is needed in V1M2, particularly since that module uses the term "standard" with multiple meanings and in different contexts. Ask QS to clarify with multiple definitions, or else drop the definition altogether.
Standard	SOP 2-100	A document that has been developed and established within the consensus principles of TNI and that meets the approval requirements of TNI procedures.	
Standard Interpretation	SOP 3-102	An official explanation as to the meaning of a given TNI standard provided through the TNI established process (Standards Interpretation SOP 3-105, available on the TNI website.)	Ask LASEC/NELAP to consider rewording the definition in SOP 3-102 to replace the word "clear" with "official" and for SOP 3-105, the second sentence is about process and should be removed from the definition.
Standard Interpretation	SOP 3-105	A clear explanation of specific questions related to a section or provision in the Standard, where the language of the Standard is not clear. Questions about compliance with the standard, about analytical methods or about a dispute with an Accreditation Body will not result in interpretations being issued.	

Standard Operating Procedures (SOPs)	EL-V1M2	A written document that details the method for an operation, analysis, or action, with thoroughly prescribed techniques and steps. SOPs are officially approved as the methods for performing certain routine or repetitive tasks.	These are okay "as is" since one is a standard and the other an internal document
Standard Operating Procedure (SOP)	SOP-1-116	A written document of standard format that details in step-by-step fashion how to accomplish an activity or perform a procedure.	
Surveillance	EL-V2M1, M3	Set of activities, except reassessment, to monitor the continued fulfillment by accredited CABs of requirements for accreditation.	This is a non-issue. The guidance document is explanatory for the standard itself, and thus properly uses different wording to explain the language of the standard. There is no ISO definition of surveillance. This term should probably disappear from LAB Expert Committee's revision of Volume 2.
Surveillance on-site assessment	Laboratory Guidance; On-Site Assessment	Assessment less comprehensive than initial or reassessment and occur as needed in between assessments and a reassessment or between reassessments.	

4. Future Meeting

The next meeting will occur on Friday, June 15, 2018. An agenda and documents will be sent in advance of the meeting.

Attachment A

Name/Affiliation	Representing	Present
Patsy Root, Chair IDEXX Patsy-Root@idexx.com	TNI Board Secretary	No
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	Yes
Calista Daigle Dade Moeller, Inc. calista.daigle@moellerinc.com	NEFAP Executive Committee	Yes
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	No
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