

**TNI Policy Committee Meeting Summary  
Friday, June 2, 2017**

**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 May 5 minutes.

**2. Final Approval of Procurement Policy 1-113**

Due to an oversight, this item will be provided for approval at the next meeting.

**3. Continued Review of Document Control SOP 1-104**

Working from the partial revision from the May 5 meeting, review was planned to resume at §6.4. However, several participants asked to re-visit parts of §5.2 first. Specific comments are noted here:

§5.2.1 – in referring to standards, the previously revised wording should be changed to read that “Class I documents are . . . , voting and interim draft standards and historical working draft standards (prior to the change in SOP 2-100 that eliminated working draft standards, March 26, 2015.)

§5.2.3 – delete “manual” from the sentence itemizing materials to be controlled.

§6.3 –revise to say that the Secretary’s list will be “all Class I and II TNI controlled documents. Add a new increment (bumping all numbers up by 0.1) to add a sentence saying that all other documents (Classes III, IV and V) will be managed in a secure cloud storage environment (the Content Management System, as used for the website.)

§6.4 (now 6.5) – delete superseded in all places, here and following, keeping the term obsolete.

6.5 (now 6.6) – rephrase as “TNI staff and committees shall ensure that all versions are identifiable and shall distribute or publish only the latest approved version.)

§6.7.3 – replace existing text with “Class III documents shall, at minimum, have a unique file name.

§6.7.4 – new item, to read “Class IV documents shall have a unique filename and be placed in a secure online storage environment.”

§6.7.5 – new item, to read “Class V documents shall be saved or stored in a secure and retrievable environment, whether hard copy or electronic.”

§6.8 – Jerry will rework §4.5 and 4.6 and then revise §6.8 to match, prior to next meeting

§7.3 – revise to refer to “secure electronic environment”

§7.4 – add “retrievable”

§8.3 – correct to read “...beyond the minimum...”

§9.1 – rephrase to state “typically accessible”, and add “or designee” after Secretary throughout §9.

§9.3 – delete end of sentence, everything after “documents.”

§10.3 – add “and notify the respective party prior to removal.”

§10.4 – replace “boards” with “staff”.

Review at the next meeting will begin with Jerry’s edits to 4.5/4.6 and then proceed through Appendix A.

**5. Future Meetings**

Policy Committee will meet again on June 16, 2017, at 11 am Eastern. An agenda and documents 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**

<b>Name/Affiliation</b>	<b>Representing</b>	<b>Present</b>
Patsy Root, Chair IDEXX <a href="mailto:Patsy-Root@idexx.com">Patsy-Root@idexx.com</a>	TNI Board Secretary	Yes
JoAnn Boyd Southwest Research Institute, San Antonio, TX <a href="mailto:jboyd@swri.org">jboyd@swri.org</a>	Lab and FSMO	No
Lynn Boysen MN ELAP <a href="mailto:Lynn.Boysen@state.mn.us">Lynn.Boysen@state.mn.us</a>	NELAP AC	No
Silky Labie, Vice Chair Env. Lab. Consulting & Technology, LLC Tallahassee, FL <a href="mailto:elcatllc@centurylink.net">elcatllc@centurylink.net</a>	At Large	Yes
Calista Daigle Dade Moeller, Inc. <a href="mailto:calista.daigle@moellerinc.com">calista.daigle@moellerinc.com</a>	NEFAP Executive Committee	Yes
Mei Beth Shepherd Shepherd Technical Services <a href="mailto:mbshep@sheptechserv.com">mbshep@sheptechserv.com</a>	At Large	Yes
Eric Smith ALS <a href="mailto:eric.smith@alsglobal.com">eric.smith@alsglobal.com</a>	PTP Executive Committee	No
Bob Wyeth Retired <a href="mailto:rfwyeth@yahoo.com">rfwyeth@yahoo.com</a>	CSD Executive Committee	No
Jerry Parr (ex-officio) Executive Director, TNI <a href="mailto:Jerry.Parr@nelac-institute.org">Jerry.Parr@nelac-institute.org</a>		Yes
Lynn Bradley, Program Administrator The NELAC Institute (Staunton, VA) <a href="mailto:lynn.bradley@nelac-institute.org">lynn.bradley@nelac-institute.org</a>		Yes
Ilona Taunton, Program Administrator <a href="mailto:Ilona.taunton@nelac-institute.org">Ilona.taunton@nelac-institute.org</a>		No
Alfredo Sotomayor (ex-officio) Milwaukee Metropolitan Sewer District, WI <a href="mailto:asotomayor@mmsd.com">asotomayor@mmsd.com</a>	TNI Board Chair	No

**Attachment B**

**Action Items – TNI Policy Committee**

	<b>Action Item</b>	<b>Who</b>	<b>Expected Completion</b>	<b>Comments/Completion</b>
106	Rework sections 4.5 & 4.6, plus 6.8	Jerry	June 15 (next meeting date)	
107				

**Attachment C**

**Backburner / Reminders – TNI Policy Committee**

	<b>Item</b>	<b>Meeting Reference</b>	<b>Comments</b>
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 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	
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	
23	Review various tracking formats used by committee	1/6/17	Best timing is probably along with outcomes of committee self-

	work plans and settle on a standardized version		audits? Fall/winter 2017-2018
24	Modify appropriate committee SOPs (1-101 and 2-101) to indicate that telephone numbers NOT be included on committee rosters made publicly available	1/6/17	One complainant indicated that phone number was found in committee minutes by someone they were trying to avoid.
25	Document mechanism for updating internal audit checklists annually, prior to call for completion of committee internal audits	2/3/17	
26	When CSDEC's glossary is ready, all TNI documents incorporating definitions should be reviewed to see if replacing individual definitions with a reference to the glossary is appropriate	2/24/17	Discussion while reviewing SOP 2-103