

**TNI Policy Committee Meeting Summary
Friday, September 1, 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 August 18 minutes.

2. Review of Creating General Policies for TNI, POL 1-100

In the absence of current documents from TNI committees, the five-year reviews resumed with POL 1-100. The only changes recommended were to add “or revision” after “creation,” throughout the document. A revised document will be provided for approval at the next meeting.

3. Review of Conflicts of Interest Policy, POL 1-101

This policy is also due for a five-year review. The first question is whether and where “conflict of interest” (COI) procedures are documented and whether and how the TNI Code of Ethics addresses COI. Lynn agreed to research this and was unsuccessful in locating any stand-alone COI procedures, although COI is addressed in evaluation SOPs for TNI ABs and also in the several complaint SOPs. The TNI Code of Ethics is contained in POL 1-107. It seems clear that Policy Committee needs to develop a COI SOP. Review of this policy was tabled for a future meeting.

We noted that COI is included in the committee self-audit checklists, which led to a commitment to discuss the self-audits at the next meeting, also

4. Review of Ethical Conduct of TNI Members, POL 1-102

This document was also reviewed. The following comments were noted:

§II – the Code of Ethics should be included as a related document. (NOTE: This is in POL 1-107.)

§IV 3 – reword this section to read “shall not solicit or accept anything of value over \$100 US from any person or entity seeking official action from or doing business with TNI, or whose interests may be substantially affected by the performance or nonperformance of a TNI agent.”

§IV 9 – change “that” to “which.”

§IV 10 – we discussed what “handicap” might entail, but did not recommend changes.

As another follow-up item, participants asked what happened to the Code of Ethics document which was at one point included in the draft QMP but later removed. That document is not available on the TNI website, but POL 1-107 states the code.

5. Future Meetings

The next teleconference of Policy Committee is scheduled for Friday, September 15, 2017, at 11 am Eastern. An agenda and documents will be circulated in advance of the meeting. There was discussion about a different time for this meeting, but that will not be necessary.

The meeting after that is scheduled for October 6, 2017.

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	No
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	No
Bob Wyeth Retired rfwyeth@yahoo.com	CSD Executive Committee	No
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
107	Look for COI procedure	Lynn	9/15/17	None found
108				
109				
110				
111				

Attachment C

Backburner / Reminders – TNI Policy Committee

	Item	Meeting Reference	Comments
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
27	Develop COI procedures for TNI	9/1/17	Discussion while reviewing POL 1-101