

**TNI Policy Committee Meeting Summary  
Friday, February 24, 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.

**2. Revise Bylaws Language to Reflect Creation of TELAP (instead of NELAP)**

At its February 8 meeting, the TNI Board of Directors approved a restructuring of TNI's evaluation and recognition activities for programs that include non-governmental Accreditation Bodies (NGABs). While NELAP remains unaltered, it will become a subset of the new TNI Environmental Laboratory Accreditation Program (TELAP.) The existing TNI Non-governmental Recognition Committee will have a few additional members and become responsible for conducting evaluations for the NGAB recognition to accredit to the NELAP standard as well as for PT Provider Accreditors and NEFAP ABs, making recommendations to the program executive committees (LASEC, PTPEC and NEFAP.) For all recognition activities other than NELAP, the relevant executive committee will make the final decision and grant the recognition.

Appropriate language was agreed upon and provided to Jerry for presentation to the TNI Board.

**3. CSDEC Format and Style Guide SOP 2-103**

This document was originally presented to Policy as a guidance document to be applicable across TNI. After considerable deliberation, Policy returned that version to CSDEC with a request that the content be restructured into an SOP applicable to standards development. This SOP is the result.

General comments on the SOP were that it is missing several sections that are required by the SOP on SOPs 1-116, specifically the definitions, references and SOP approved changes sections. Participants discussed that the definitions section may reasonably become a reference to the glossary, which is now in development, and noted that all TNI documents will eventually need a similar review and possible revision to reference the glossary.

Several specific comments were noted in the first few pages of this SOP, as follows:

- §1.0 – would read better if the existing two sentences were combined into one
- §3.0 – should include the Format Guidelines for SOPs, SOP 1-100
- §4.0 – should be a “reference” section, with the following sections renumbered

As the review progressed, section by section, additional details were identified as needing edits or proof-reading, but the more general impression emerged that structural, grammatical and document control requirements were intermingled and sometimes duplicated (in different combinations) later in the document, and it became obvious that including a template, as an attachment to the SOP, would be extremely valuable, since the SOP is about writing standards in consistent formats.

Participants determined to return the document to CSDEC with a request to revise its organization so that *structural* parts like headers, font type/color/size, pagination, use of clauses, paragraphs, lists, verb tense, *etc.*, are together in one section and *document control* parts like

version control, file naming, TNI Logo use, trade names and trademarks, *etc.*, are grouped together in a separate section.

**4. Future Meetings**

Policy Committee will meet again on March 3, 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**

Name/Affiliation	Representing	Present
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	Yes
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	No
Mei Beth Shepherd Shepherd Technical Services <a href="mailto:mbshep@sheptechserv.com">mbshep@sheptechserv.com</a>	At Large	No
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	Yes

**Attachment B**

**Action Items – TNI Policy Committee**

	<b>Action Item</b>	<b>Who</b>	<b>Expected Completion</b>	<b>Comments/ Completion</b>
89	Prepare individualized committee self-audit checklists and circulate to individual committees	Ilona with subcommittee	Responses from committees requested for February 2017	Hoping for responses by March
98	Review LAMS ITQA and determine if update is needed to accommodate incorporation of methods	Jerry	Date of decision not specified	If update is required, assignment will go to the IT Committee and TNI's Database Administrator
104	<del>Draft template for committee annual reports and work plans</del>	Lynn	<del>Send to Patsy, Ilona and Jerry prior to January 6 meeting</del>	<del>Distributed to committee chairs with charter template. Completed charters due to Policy or CSDEC in May 2017</del>

**Attachment C**

**Backburner / Reminders – TNI Policy Committee**

	<b>Item</b>	<b>Meeting Reference</b>	<b>Comments</b>
1.	Look into need to include something about review schedule in all SOPs	3/20/12	
8	When the CSDEC 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	Address with revision of Charter format
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	
21	Develop a procedure is needed for all committees, about creating charters and annual work plans	11/18/16	
22	Review SOP 4-102 (and likely others) once the CSDEC glossary is finalized	12/2/16	
23	Review various tracking formats used by committee work plans and settle on a standardized version	1/6/17	Best timing is probably along with outcomes of committee self-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