

**Policy Committee
Meeting Summary**

September 18, 2020

1. Roll Call:

Patsy Root, Chair, called the meeting to order at 11am Eastern on September 18, 2020 by teleconference. The meeting was attended by 7 Committee members (see Attachment A) and 1 guest (Lynn Bradley – Program Administrator, NELAP).

The September 4th meeting minutes were reviewed. A motion was made by Elizabeth to approve the September 4, 2020 minutes as written. The motion was seconded by Virginia and unanimously approved.

2. SOP 5-104: TNI NEFAP Complaint, Recognition Reconsideration and Dispute Resolution Procedures

Ilona provided some history and reviewed the comparison document she made between the different TNI programs (Attachment B).

NELAP does not have a complaint process because it is handled by each state. This was done deliberately.

Section 1.3 – Change “disputes” to “disagreements”.

Section 2 – Change “avenue” to “procedure”. Additional editorial changes were made to clarify.

Section 3 - OK.

Section 4 – Review at end.

Section 5 –

Section 5.1.1 – Make it clear it is business days.

Section 5.1.2 – Make it clear that a replacement person must still fulfill balance requirement. Must be from stakeholder group. “shall be” instead of “may be”.

Section 5.1.3.1 – It was asked what valid means. It means it meets the scope. Language edited.

Section 5.1.3.2 – Add period.

Ilona noted that we are doing a lot of wordsmithing. Lynn commented that this is a change to how the Policy Committee operates. She thinks this should be a conscious decision.

Section 5.1.4 – OK

Section 5.1.5 – Consider changing to 20 business days.

Section 6 – Ilona pointed out the difference

Section 6.1 – Expand on what is meant about no detail. Business days.

Section 6.2 – Consider 5 business days. Need to do this throughout – clarify calendar or business days.

Section 6.3 – OK

Section 7.1 – change “inform” to “request”. Make it clear the Executive Committee forms the Review Panel.

Section 7.2 – Change Board “member” to “director”. Delete must – should be shall. Delete the sentence about tasks.

Section 7.3 – membership instead of members

Section 7.4 – Correct spelling – limited and evaluation.

Section 7.5 – Change “may also” to “also may”.

Section 7.6 –

Section 7.6.1 – correct spelling – interviewed. Re-word third bullet.

Section 7.7 – Add more detail about the endorsement and need to ensure process was followed. Review the process of the Review Panel for endorsement – editorial.

Section 7.8 – Add “for recognition”.

Section 7.9 – Clarify it is the Review Panel’s decision.

Section 8 – Correct spellings.

Section 8.2 – Confidential to the extent necessary. Delete last sentence. Instead add “and be maintained per the requirements”. Instead of “meet”. Add SOP 1-104 to references.

Section 9 – Add SOP 1-104 to references.

Section 10 – OK

Section 4 – Definitions – Paul will review definitions against Glossary. During the last meeting the Committee asked that “reconsideration requests” be defined and that “appeal” be considered in that definition. It was further discussed today and it was decided that this definition is not necessary.

*(Addition: Email received from Paul on 9/18/20:
SOP 5-104 Glossary / Definitions check*

The definitions of appeal, deny, and revoke were removed from the previous version of the SOP (they appear in the Glossary sourced from this SOP). That isn’t a problem, as that source could be removed from the Glossary.

Complaint is defined as such in ISO 17025-2017 - expression of dissatisfaction by any person or organization to a laboratory, relating to the activities or results of that laboratory, where a response is expected. Is it possible that this could be used in SOP 5-104? This term ISN’T in the Glossary yet, but likely will be due to its assumed inclusion in the modified Module 2.

NEFAP is “defined” in the TNI By-laws as A Core TNI Program whose purpose is to establish and implement a program for the accreditation of field sampling and measurement organizations. I put “defined” in quotes because the By-Laws don’t have a section on definitions. If we prefer the definition as it is in the SOP, I’m comfortable with not acknowledging a definition in the By-Laws that isn’t in a section on definitions. However, we may need to talk about that, as there may be terms in Module 2 that are essentially defined IN the Standard.

I used the definitions from this SOP to update the Glossary if they were different from what I had previously. Please let me know if you have any questions.)

Ilona will send the SOP and comments back to the NEFAP EC for an update. Patsy sent a copy of changes made online to Lynn and Ilona. The NEFAP EC probably won’t get this back to the committee until late October or November because they are focused on a plan they are preparing for the TNI Board.

3. Action Items

An Action Item Summary can be found in Attachment C.

4. New Business

None.

5. Next Meeting and Close

The next meeting will be held by teleconference on October 2, 2020 at 11:00am EDT.
The other meeting to be held in October will be on October 16, 2020 at 11:00am EDT.

The meeting was adjourned at 12:26 pm Eastern.

Attachment A

**Participants
TNI Policy Committee**

Members	Represent	Affiliation	Contact Information
Patsy Root, Chair Present	TNI Secretary (Other)	IDEXX	Patsy-Root@idexx.com
Silky Labie, Vice Chair Present	At Large (Other)	Env. Lab. Consulting & Technology, LLC	elcatlc@centurylink.net
JoAnn Boyd Absent	Lab and FSMO (Lab)	Southwest Research Institute, San Antonio, TX	jboyd@swri.org
Elizabeth Turner Present	NEFAP (Lab)	Pace Laboratories	Elizabeth.turner@pacelabs.com
Virginia Hunsberger Present	NELAP (AB)	PA DEP	vhunsberge@pa.gov
Mei Beth Shepherd Present	At Large (Other)	Shepherd Technical Services	mbshep@sheptechserv.com
Eric Smith Present	PTPEC (Lab)	ALS	Eric.smith@alsglobal.com
Paul Junio Present	CSDP (Lab)	Northern Lake Service, Inc.	paulj@nlslab.com
Jerry Parr (ex- officio) Present	Executive Director	TNI	Jerry.parr@nelac-institute.org
Alfredo Sotomayor (ex- officio) Absent	TNI BoD, Chair	Milwaukee Metropolitan Sewer District	asotomayor@mmsd.com
Ilona Taunton Present	Program Administrator	TNI	Ilona.taunton@nelac- institute.org

Attachment B TNI Program Comparison

NELAP	NEFAP	PT Old Procedure – They will update after Policy Committee approves NEFAP procedure.
Dispute Resolution Process	TNI NEFAP Complaint, Recognition Reconsideration and Dispute Resolution Procedures	TNI Proficiency Testing Program Complaint, Appeal, and Dispute Resolution Procedure
No complaint procedure in this SOP.	Complaint procedure: <ul style="list-style-type: none"> ▪ Acknowledge complaint ▪ Chair reviews – forms subcommittee (3 NEFAP EC members – no COI – different stakeholder groups – OK’d by complainant.) ▪ Subcommittee confirms validity and recommends resolution (if applicable) ▪ NEFAP EC votes and implements. 	Complaint procedure: <ul style="list-style-type: none"> ▪ Acknowledge complaint ▪ Chair reviews – if valid, forms subcommittee (3 PTPEC members – no COI – different stakeholder groups – OK’d by complainant.) ▪ Subcommittee recommends resolution ▪ PTPEC votes and implements. ▪ Updates are given if not handled within required time frame.
	If complainant does not accept decision – they may file a dispute.	If complainant does not accept decision – they may file a dispute.
Reconsideration Requests: <ul style="list-style-type: none"> ▪ Request made in writing to NELAP AC Chair or designee. Case is made in writing. ▪ NELAP AC makes decision 	Recognition Reconsideration (Appeal to NEFAP EC recognition decision): <ul style="list-style-type: none"> ▪ Request made to NEFAP EC Chair – no details sent ▪ Evaluation Coordinator and Recognition Committee Chair notified. ▪ Evaluation Coordinator contacts requester for details and to make their case in writing. ▪ Recognition Committee reviews and discusses – may ask for more information. 	Appeal Process for Recognitions: <ul style="list-style-type: none"> ▪ PTPA makes request to PTPEC chair or designee if there is a conflict. ▪ Receipt is acknowledged. ▪ Chair or designee forms subcommittee (3 PTPEC members – no COI – different stakeholder groups – OK’d by appellant.) ▪ Subcommittee reviews the appeal. ▪ Subcommittee submits decision to PTPEC with

	<ul style="list-style-type: none"> ▪ Recognition Committee submits recommendation to NEFAP EC for its endorsement of the decision. 	<p>information to support its decision.</p> <ul style="list-style-type: none"> ▪ Chair or designee submits decision to PTPEC for final vote to all members without COI. ▪ If the decision is to approve reconsideration – the PTPEC in coordination with the Recognition Committee as applicable (TNI SOP 7-101), will re-evaluate the original recognition decision. The re-evaluation is only a document review and will not encompass a repeat on-site evaluation.
<p>If requester does not accept the decision, it becomes a dispute.</p>	<p>If requester does not accept the decision – they may file a dispute.</p>	<p>If PTPA does not accept the decision – they may file a dispute.</p>
<p>Resolving Disputes:</p> <ul style="list-style-type: none"> ▪ NELAP AC notifies Executive Committee of the TNI Board about need to form Review Panel. ▪ Review Panel is formed – 3 members that represent all stakeholder categories (AB, Lab, Other) – Chairperson (must be TNI Board member), NELAP AC member, and a 2 TNI member – COI is confirmed – Disputing party given right to remove a member for cause. ▪ Review Panel carries out independent review of all parts of the records. Interviews are conducted. ▪ A final written report and recommendation is given to the NELAP AC. 	<p>Resolving Disputes:</p> <ul style="list-style-type: none"> ▪ NEFAP EC Chair notifies Executive Committee of the TNI Board about need to form Review Panel. ▪ Review Panel is formed – 5 members – Chairperson (must be TNI Board member), NEFAP EC member, Recognition Committee member, and 2 TNI members – COI is confirmed – Disputing party given right to remove a member for cause. ▪ Review Panel carries out independent review and has access to all documentation. Interviews are done. ▪ A final written report and decision is given to the NEFAP EC. 	<p>Dispute Resolution Procedure:</p> <ul style="list-style-type: none"> ▪ PTPEC Chair notifies Executive Committee of the TNI Board about need to form Review Panel. ▪ Review Panel is formed whose composition is representative of PT Program stakeholders – 5 members – Chairperson must be TNI Board member and all 5 members must be TNI members – COI is confirmed – Disputing party given right to remove a member for cause. ▪ Review Panel carries out independent review. Interviews are conducted. ▪ A final written report and recommendation is given to the PTPEC, TNI

<ul style="list-style-type: none"> ▪ The final decision to grant, maintain, deny or revoke NELAP recognition remains with the NELAP AC. ▪ A dispute is limited to one exercise per application. ▪ The status prior to the decision remains effective pending resolution. 	<ul style="list-style-type: none"> ▪ The NEFAP EC reviews the decision for endorsement. ▪ A dispute is limited to one exercise per application. ▪ The status prior to the decision remains effective pending resolution. 	<p>Executive Committee and all involved parties.</p> <ul style="list-style-type: none"> ▪ For all disputes within the scope of this SOP the ultimate decision for resolution remains with the PTPEC. PTPEC shall only reject the Panel’s conclusion after consultation with the Review Panel, and PTPEC shall also inform the TNI Board of Directors of that decision to reject the Review Panel’s decision. ▪ The status prior to the decision remains effective pending resolution.

Attachment C: Policy Committee Action Item Summary

	Task Description	Document Number	TNI Contact	Committee Contact	Start Date	Complete Date	Communication	Notes
1	Email policy/SOP	POL 1-121 or SOP 1-114	Jerry/William	Jerry	4/5/19			Jerry to draft document
2	update SOPs 1-100 and 1-116		Jerry/lynn		10/4/19			revise file naming requirements to accommodate PowerDMS
3	Review PTPEC Complaint SOP	SOP 4-102	Eric		12/6/19	12/6/19	PTPEC resubmitted revised version on 4/13/20.	Revisions need to be reviewed and approved by Policy Committee.
4	Review NEFAP COI	SOP 5-107			12/6/19	12/6/19	pending presentation to Board, likely in March	NEFAP EC agrees with minor edits 1/3/20
5	Review NEFAP Nominating SOP	SOP 5-103	Ilona		12/6/19	1/3/20		comments returned to NEFAP EC 1/12/20
6	Discuss CA process for Internal Audits		Ilona		1/17/20	1/17/20	Ilona to request database modifications. Done.	agreed upon revisions will be added to SOP 1-124
7	Review IT SOP 1-109 revisions		MeiBeth/Jerry		4/3/20		Policy to send new edits to SOP for review.	4/3/20:Reviewed through Section 5. 4/17/20: Review completed and final edits to SOP sent to MeiBeth on 4/17/20.

	Task Description	Document Number	TNI Contact	Committee Contact	Start Date	Complete Date	Communication	Notes
8	Review Revised IA SOP	SOP 1-124	Ilona		2/21/20	3/6/20		Updated SOP approved. Waiting for database to be updated before Appendix A can be finalized with new screen shots. Once complete - send to BoD.
9	Review Application and Membership SOP.	SOP 1-125	Ilona		3/6/20	4/17/20		Scheduled for final review on 4/17/20. 4/17/20: SOP approved. Send to Jerry for Board review.
10	Review IA memo.		Ilona		3/6/20	3/6/20		No changes requested. Needs to be sent as soon as database updates are complete. Sent out to Chairs and PAs on 4/6/20.
11	“LAMS”, “Method compendium” and “Method Repository” need to be added to glossary.	SOP 1-109	Paul		4/3/20	4/3/20	Paul to handle request in CSDP.	
12	Update SOP 1-101	SOP 1-101	Paul		5/1/20	8/7/20		SOP 1-101 needs to be updated to reflect changes in TNI procedures. Review started on 5/1/20. Further reviewed on 6/19/20. SOP final approval on 8/7/20.
13	Review PTPEC revised SOP.	4-102			5/1/20	5/1/20		Approved by Policy. TNI Board had no comments. Post as final.

14	Review PTPEC revised SOP.	4-105			5/1/20			Approved by Policy. Sent to Board, but wrong SOP was attached to Agenda. Will be resent for June meeting. Jerry found issue in SOP: There is no such thing as a full quorum, and he was also concerned that VETO may not be relevant to PT. The SOP was sent back for PTPEC to reconsider. 6/18/20: PTPEC resubmitted an update.
15	Review PTPEC revised SOP.	4-107			5/1/20			Waiting for update from the PTPEC.
16	Review PTPEC new SOP.	4-108			5/1/20	5/1/20		Approved by Policy. Sent to Board, but wrong SOP was attached to Agenda. Will be resent for June meeting.
17	Write TNI Content Management SOP or Policy.		Jerry Parr					Need mentioned during CSDP SOP Subcommittee meeting.
18	Review and update Policy SOP to address protection of FoPT tables and other documents against unauthorized changes.	SOP 1-104						Taken from Policy Committee minutes 8/16/19.
19	Operations of TNI Board of Directors – SOP needs to be drafted (SOP-1-101 refers to this document.)	Discuss regarding need. Does bylaws need to be referenced instead.						

20	Review of CSDP revised SOP.	2-100			5-15-20	6-5-20	Final SOP sent to Bob Wyeth and posted on DMS.	6-5-20: The review was completed by Policy on 6-5-20. Paul will work with CSDP to update the SOP this week so Policy can do a final review of the changes. 6-12-20: SOP completed and approved by Policy. The SOP went through additional reviews in response to ANSI review (7/31/20) The final version approved was SOP 6-100 Rev 3.3 on 8-21-20. Paul to provide follow-up on need for abstention procedures. 9-4-20: SOP 1-102 will be updated to include procedures.
21	Review of NEFAP revised SOP.	5-104	Ilona	Elizabeth	9-4-20			9-4-20: Review other program procedures and see if a consistent approach is possible. 9-18-20: Review completed and sent back to NEFAP EC for update.
22	Review of new SSAS SOP.	6-100	Ilona	Sheri Heldstab	8-21-20	9-4-20		8-21-20: Reviewed through section 5.6.6. 9-4-20: Review completed and SOP approved.
23	Glossary							
24	Review of new SOP.	3-114						Implementation Guidance SOP.
25	Review of revised SOP.	3-105						SIR Management SOP – Hold on review as per Lynn Bradley on 8/27/20. Further updating is needed.

