

**TNI Policy Committee**  
**Meeting Summary**  
**July 12, 2011**

**1. Attendance**

Alfredo called the meeting to order at 2 pm EST. The following members were in attendance: Silky, John, Gary, Steve, Bob, Jo Ann, Mei Beth, and Jerry.

Alfredo distributed the previous minutes and they are being reviewed. If there are no comments by e-mail, he will have them posted on the TNI website.

**2. Announcements**

NEFAP has completed an SOP on training that is under final review. Jerry commented that the SOP was very impressive. The Policy Committee should be receiving it for review within the next few weeks.

Suzanne Rachmaninov compiled a data base of all the accreditation programs in existence in the United States. The Finance Committee will decide whether the database would be available for a fee.

The Committee discussed whether the TNI Standard required the use of the Quality Systems Checklist. The Standard only requires that checklist used by an assessor be forwarded to the laboratory, but does not require the use of a specific checklist.

The NELAP Accreditation Council (AC) is considering a motion to allow flexibility in the composition of evaluation teams, responding to the travel restrictions experienced by EPA and State evaluators. The NELAP AC is also considering a motion regarding reporting and coding of PT results.

**3. SOP 1 -106 Complaint Resolution General Process**

The Committee discussed the latest version of SOP 1- 106. Alfredo incorporated the changes discussed at the last meeting and added a section on appeals of complaint dispositions (decisions). A complainant will have 30 days to register an appeal with the TNI Executive Committee. If the TNI Executive Committee affirms the disposition of the complaint, the appellant will be notified of the decision. The decision of the TNI Executive Committee is final and cannot be appealed any further. If the TNI Executive Committee decides in favor of the appellant, the Committee will recommend an action to be endorsed by the TNI Board of Directors.

The Committee agreed that this version of the SOP captured all the discussion and agreements made about the complaint resolution process. Alfredo was asked to finalize the changes and make any editorial corrections needed. Bob made a motion to approve the latest version of SOP 1-106 with the anticipated changes. Gary seconded and the motion passed unanimously.

Alfredo will circulate the final approved version of the SOP and schedule it for TNI Board endorsement.

#### **4. Seattle Session**

The Policy Committee will meet Monday, August 15 in the morning. The Committee plans to discuss SOP 1-106 in detail. Alfredo will develop a flowchart of the complaint resolution process to include as an Appendix to the SOP and to facilitate discussion in Seattle. The Committee will also discuss policies and procedures under development or review. It is likely that the NEFAP Training SOP may be available for discussion in Seattle.

#### **5. Action Items**

See Attachment A.

#### **6. Next Meeting**

The next meeting of the Policy Committee will be July 26, 2011.

Action Items are included in Attachment A and Attachment B includes a listing of reminders.

The meeting was adjourned at 3:08 pm EST.

**Attachment A**

**Action Items – TNI Policy Committee**

	<b>Action Item</b>	<b>Who</b>	<b>Expected Completion</b>	<b>Comments/ Completion</b>
5	Review Complaint Resolution SOP with lawyer.	Jerry	TBD	Complete
7	Distribute e-mail vote for approval of Quality Manual Template.	Alfredo	Friday, 3-4-11	Complete
8	Provide Alfredo with information on Programs people are involved in. Provide updated contact information.	All	3-15-11	Needs update
9	Update Open Meeting Policy and review with William.	Alfredo	3-15-11	Complete
10	Comment on Complaint Resolution SOP.	All	3-15-11	Complete
11	Send Mutual Agreement to AB Task Force.	Alfredo	4-5-11	NA
12	E-mail vote on Training SOP.	Ilona	4-10-11	Complete
13	CSDP will look at ISO language issue.	Bob	6/15/11	
14	Discuss ways to distribute the QA checklist with William.	Ilona	6/15/11	
15	Inventory SOPs and Policies that need review and distribute to William and Ilona.	Alfredo	6/15/11	
16	Circulate approved version of SOP 1-106 to Committee.	Alfredo	07/26/2011	
17	Develop flowchart of conflict resolution process.	Alfredo	07/29/2011	

**Attachment B**

**Backburner / Reminders – TNI Policy Committee**

	Item	Meeting Reference	Comments