

**TNI Policy Committee**  
**Meeting Summary**  
**May 17, 2011**

**1. Attendance**

The meeting was called to order by the Chair at 2 pm EST. The following members were in attendance: Silky, Gary, Steve, Bob, Alfredo. Mae Beth was also in attendance.

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. Quality Systems Expert Committee Checklist**

The committee has a DRAFT copy of the QA checklist. They still need to review and finalize it. A question came up on how to distribute the checklist once it is complete. We will need to deal with how to show that someone owns a copy of the Standard or ISO 17025 since the checklist is based on it – word for word in most cases. Bob asked if there would be a charge for the checklist and no one was aware of a charge.

This question raised an issue on how to share copies of audits too. Do you need to be sure that people have copies of the standard and/or ISO 17025? Previous checklists have been somewhat reworded, but now it is all ISO language. CSDP will take a look at this. Bob will take this as an action item.

Ilona will send an e-mail to William (TNI web administrator) on how to possibly handle the distribution of the checklist. It is up to each AB on how to use the checklist with the new standard.

**3. SOPs and Policies**

Open meetings and Training EDS SOPs – These documents are with the TNI Board to review and vote on. They have not gotten to them yet. No additional comments are needed for these on the discussion board.

SIR SOP – Alfredo sent a comment back to June. She would like to leave it as is - leave 90 day time frame in it. The rest was fine. That was the only comment. It is ready to go to TNI Board for concurrence.

3-100 – Mutual Recognition Policy: The committee wants the authors to take one more look at it and then it will come back to Policy for finalization.

1-109: Analyte and Method Codes – Needs review.

4-101: Calculation of Acceptance Limits – Needs review.

1-106: Complaint Resolution SOP – Need to address comments from the lawyer. Very close to being final.

New Ones:

Nomination of Board SOP  
SOP on Evaluation of ABs  
PTPA Approval SOP  
Process of Expert Committee Operations

Alfredo will do an inventory of these and pass them along to Ilona to get to William for the discussion board.

The Handbook will also be coming to the policy committee. Gary will take a lead in this review.

#### **4. 1-106:**

Ken Olsen (attorney) had some suggestions on the SOP:

- TOC needs to be updated.
- Section 4. Definition – Deciding Party. Some of these are comments for Jerry and not necessarily about the SOP. The definition of deciding party will add the words “include, but not limited” to allow some flexibility. The idea that should be conveyed is that a sole person would not be a deciding party.
- Section 10 – Ken suggested specific language for 10.6 and 10.7. He felt there is a need for one more level of appeal involving the Executive Director. The committee discussed different possible procedures and felt the Executive Committee within the TNI Board should be more involved. Alfredo will work on language where a panel would be developed to make a decision. He will distribute this by e-mail for comment.
- Section 12 – Ken suggested a change in language. He suggested language for the complaint form instead of the SOP. Alfredo will work on this language too. He will delete info about TNI not being an accrediting agency.

Gary asked if there any issues if the complainant is an AB. This should not create any problems. It just needs to be a matter that the SOP addresses.

The committee needs to begin working on the form and making it an electronic form that can be completed on-line.

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

See Attachment A.

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

The next meeting of the Policy Committee will be May 31, 2011.

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

The meeting was adjourned at 3:26 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	
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	
9	Update Open Meeting Policy and review with William.	Alfredo	3-15-11	
10	Comment on Complaint Resolution SOP.	All	3-15-11	
11	Send Mutual Agreement to AB Task Force.	Alfredo	4-5-11	
12	E-mail vote on Training SOP.	Ilona	4-10-11	
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	

**Attachment B**

**Backburner / Reminders – TNI Policy Committee**

	Item	Meeting Reference	Comments