TNI Policy Committee Meeting Summary
Friday, April 6, 2018

1.   Welcome, Roll Call and Announcements

Patsy opened the meeting. Attendance is recorded in Attachment 1. Virginia Hunsberger of Pennsylvania's Department of Environmental Protection Lab Certification Program was appointed by the NELAP Accreditation Council to represent NELAP on the committee; TNI's Board Chair has been asked to formally appoint her to the committee.

2.   Approval of TNI Complaint Resolution SOP 1-106

This document was reviewed at the March 16 meeting, and was presented for approval at this April 6 Policy Committee meeting, with a quorum present. Two minor edits were made to fix a typo in section referrals. Silky moved approval with those changes, and Calista seconded. Approval was unanimous.

3.   Approval of Revised CSDEC Committee Operations SOP 2-101

This document was also reviewed at the March 16 meeting, and two dates needed to be filled in. A clean version was presented for approval. Silky moved approval with those changes, and Calista seconded. Approval was unanimous.

4.   Review of Chemistry Expert Committee Guidance Documents

The proposal for these guidance documents was reviewed in February 2016, after they were requested by the NELAP Accreditation Council (AC.) The proposal along with Policy's response to it was distributed along with the guidance documents. GUI 2-100, TNI Guidance on Instrument Calibration, and GUI 2-101, TNI V1M4 2016 Standard Update Guidance on Detection and Quantitation.

Concurrent reviews are underway by LASEC and the NELAP AC. Participants briefly discussed what Policy's review should encompass, since there are no "fixed" requirements for guidance except that it not impose any new requirements beyond those of the standard itself. Participants also discussed whether Policy's review should follow that of the other two groups, but due to the urgency to get these guidance documents completed, the group was persuaded to continue with review as planned.

For the Calibration document, we noted that additional examples, particularly "visual" examples instead of text only, would be a great help. Participants noted that Table 3 in the existing document was a good start, and that both positive examples and "failure" examples would add clarity to the language of the standard and of the guidance. To avoid making the basic document over-long, examples could be gathered into an appendix and then referenced in the text itself, if desired. Jerry noted that he has a training presentation with abundant examples for the chemistry module, and that he will coordinate with the Chemistry committee to make those available.

A search through the document for "shall" and "must" revealed that the only uses of those "requirement" words were consistent with requirements already in the language of the standard itself. However, it became obvious that many places in this document either repeat or paraphrase the words of the actual standard. Policy Committee believes that re-iteration of the standard itself is inappropriate for guidance, but that guidance should reword and explain with different words what the standard states. After all, if the standard's language were abundantly clear, there would be no need for guidance. Examples should be used generously to help with the explanation of the standard. As one participant noted, some individuals using this guidance

will not be chemists, and it must be written so that someone with a limited understanding of chemistry can still comprehend it.

Also, section 4.3 should contain a link to the Relative Standard Error (RSE) Calculator on the Chemistry committee's web page.

For the Detection and Quantitation guidance, participants very much liked the flow charts, but expressed a wish that the sections of the guidance could be cross-indexed with the sections of the standard for easier reference (as was done with the calibration guidance.) Once again, participants requested that additional examples be included, noting that short ones might fit within the text but larger graphics might do better in an appendix. Again, Jerry can provide examples. Participants also noted that this document does a much better job of explaining without so much reiterating of the standard's language.

They did note that, on page 7 discussing methods that do not require LOQ or detection limit, it might be useful to quote the standard verbatim for that particular section, and that the paragraph immediately following that one, a new sub-header is warranted ("Determination of the DC….")

For both documents, a TNI header page (similar to SOPs, etc.) is needed, but that is a simple administrative fix. LASEC and the NELAP AC have been recommended to suspend their reviews until the revisions recommended here are available. NOTE: On Monday, April 9, Jerry transmitted revised drafts with examples inserted (and some other edits) to the Chemistry Chair for consideration.

6. Future Meeting

The next meeting will occur on Friday, April 20, 2018. An agenda and documents will be sent in advance of the meeting. Silky will chair this meeting, since Patsy is unavailable.

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
Silky Labie, Vice Chair Env. Lab. Consulting & Technology, LLC Tallahassee, FL elcatllc@centurylink.net	At Large	Yes
JoAnn Boyd Southwest Research Institute, San Antonio, TX jboyd@swri.org	Lab and FSMO	Yes
Calista Daigle Dade Moeller, Inc. calista.daigle@moellerinc.com	NEFAP Executive Committee	Yes
Virginia Hunsberger PA DEP vhunsberge@pa.gov	NELAP	Yes
Mei Beth Shepherd Shepherd Technical Services mbshep@sheptechserv.com	At Large	No
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		Yes
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
108	Modify QMP to mention Code of Ethics statement	Jerry	October?	
109	Fix broken link to ethics statement when completing member application	Jerry	?	Once member code of ethics policy is finalized
111	Check with ANAB about registering marks/logos	Ilona	October 6	?
118				
119				
120				

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 NEED FOR COMMITTEES TO SPECIFY DECISION RULES WAS ADDRESSED IN UPDATED COMMITTEE CHARTERS
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 (see also #25, below)	5/9/16	Internal audit database will NOT be publicly available.
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	11/4/16	

	#11, above.		
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 (see also #16, above)	2/3/17	Ilona?
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
30 *	Modify the Development and Approval of TNI Policies and SOPs SOP 1-116 to add a §5.7 describing a periodic review cycle for SOPs and policies. See also #11, above.	10/6/17	Discussion while reviewing SOP 1-121
31	Prepare or update Code of Ethics document	11/17/17	Material removed from POL 1-124. Decision of how to publish remains open – as a freestanding document or a policy?
32	Consider whether and how to monitor/audit specific tasks/responsibilities assigned to elected officers and TNI staff members.	1/5/18	Related to discussion of internal audit checklist for Policy
33	Need sexual harassment policy	1/25/18	From Staff Meeting in Albuquerque