TNI Policy Committee Meeting Summary
Friday, July 29, 2016

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.   NELAP Evaluation SOP 3-102

Review of the NELAP Evaluation SOP resumed at section 8.4. This SOP is a priority for approval due to both budget implications and the need to have it available for possible new AB applications and the next evaluation cycle that begins in November, 2016. Training for evaluators needs to be developed for presentation early in 2017, also.

Review comments and explanations are noted below:

§8.4 – the rationale for dropping the observation was explained, that state personnel offices may not rely on third-party reports concerning assessor performance, so that the observation could only serve to demonstrate that assessors were following documented procedures.

§8.5 – apparently assessment is misspelled with an additional "s"

§8.6 – SOP 3-108 states that Provisional Recognition applies only to existing ABs, and Policy Committee recommends that offering provisional status to new applicants unable to complete their initial assessment (and thus move from interim to full recognition) is thus inappropriate. The phrase referring to Provisional Recognition in the last sentence should be removed.

§8.6.3 – earlier discussions within Policy Committee clarified that all expenses for a new AB's initial evaluation would be covered in its application fee, so that everything beyond the first sentence of this section should be deleted. Charges for the observation would not be additional but included in the fee.

§9.1 – add "Final" to the title so that it reads, "Final Evaluation Report" and refer to that report consistently as the evaluation report. Add a modifying phrase at the end of the final sentence of this section to state that the report will be available as soon as practicable, "typically 45-60 days."

All parts of this SOP not mentioned were considered acceptable. Since the Accreditation Council will not be prepared to consider these requested changes at its public session during conference, the revisions will be presented and explained to them at the next available meeting, September 6. Since it seems likely that the requested revisions will be acceptable, Jerry will proceed with identifying the new Lead Evaluator and developing a request for proposals to deliver training on the revised SOP at the winter conference in Houston.

4.   Future Meetings

Policy Committee will meet again on September 16.   We noted that by the next meeting, the LASEC Standards Review for Suitability 3-106 will no longer be a priority for review, since all reviews of revised standards modules will be complete by that time. Other priorities can be moved forward, as needed, for review.

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
JoAnn Boyd Southwest Research Institute, San Antonio, TX jboyd@swri.org	Lab and FSMO	Yes
Lynn Boysen MN ELAP Lynn.Boysen@state.mn.us	NELAP AC	No
Silky Labie, Vice Chair Env. Lab. Consulting & Technology, LLC Tallahassee, FL elcatllc@centurylink.net	At Large	Yes
Calista Daigle Dade Moeller, Inc. calista.daigle@moellerinc.com	NEFAP Executive Committee	No
Mei Beth Shepherd Shepherd Technical Services mbshep@sheptechserv.com	At Large	No
Eric Smith ALS eric.smith@alsglobal.com	PTP Executive Committee	Yes
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
89	Prepare individualized committee self-audit checklists and circulate to individual committees	Ilona with subcommittee	Mid-September, per discussion at July 13 Board meeting	Allow at least 1 month for cmte feedback to declare final documents
93	Send results of guidance request review to Chemistry Expert Committee and NELAP AC	Alfredo	ASAP	
97	Formulate recommendation for updating and maintaining charters in new format	Jerry and/or Lynn	Need new plan to match discussions and new language in QMP	Add language about charters and annual implementation plans to both SOPs 1-101 and 2-101, along with annual self-audit requirement using checklist(s.) Revised SOPs need to be available when or shortly after the final QMP is approved.
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
100	Provide comments on style guide for incorporation into standards formatting SOP	Jerry	quickly	

Attachment C

Backburner / Reminders – TNI Policy Committee

	Item	Meeting Reference	Comments
1.	Look into need to include something about review schedule in all SOPs.	3/20/12	
6	New Committee Charter format should include listing for Executive Director as ex officio member for all committees (per Bylaws.)	9/20/13	Charter format to be upgraded to address committee annual budgets later this year
8	When the CSD PEC 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	
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	
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	