TNI Policy Committee Meeting Summary
Friday June 5, 2015

1.   Welcome, Roll Call and Announcements

The meeting was called to order by the Chair at 11 am Eastern. Attendance is recorded in Attachment 1. Alfredo noted that any changes to the previous meeting's minutes should be requested within a week.

2.   LASEC Standards Review SOP 3-106

LASEC had just updated its Standards Review SOP to adjust for the changes to the Standards Development SOP 2-100, and since the review of revised standards is already underway, this document was added to the agenda.

Participants had the following comments:
Title: the title needs to match the running title in the header on inside pages. Choose one or the other
§3.1 – remove holdover reference to WDS in the first bullet
§3.2 – the use of "clearly written – only one possible interpretation of the language" as one criteria for suitability generated much concern, as being too limiting for a standard. Participants ask that LASEC review the suitability definition and revise it to mirror the process in §5.2 of this SOP. The suggestion that §5.1.1.5 might become a suitability bullet was offered. Also, renumber the second §3.2

Lynn will take this back to LASEC for further revision and return for Policy review at a later date.

3.   Continuing Review of TNI Draft Final Quality Management Plan – Internal Audit Documents to Accompany QMP

At the May 15 meeting, Ilona offered a verbal overview of the vision of how this package would work with the implementation of the QMP and suggested that the document titled "Summary…" could replace the current "Internal Audit" section of the QMP.

In this meeting, Ilona explained that the subcommittee developing the checklists has drawn from the QMP and the committee specific SOPs, and is seeking either an endorsement of this process or recommendations for improving it, and for other documents that should be included with the internal audits package.

Participants discussed that checklists and guidance documents are typically perceived as too much or too little, and wondered whether there was conscious effort to have all program checklists look alike, so the various program checklists appear to be "generic." Ilona explained that the "risk level" in these draft checklists was intended to be a tool for evaluating whether an internal or external audit would be more appropriate and which items are important enough to remain on the checklists, but that those risk numbers will not be part of the final checklists.

Jerry noted that the audit summary document was incorporated into the revision of the QMP that Jerry prepared after the May 15 meeting, as §9.2, and all agreed that we should revisit the audit summary document before starting a detailed review of the checklists. The committee will pick up with that step at its next meeting.

4. **Next Meeting**

Policy Committee will meet again on June 19, 2015, at 11 am Eastern. Documents and teleconference information and an agenda will be circulated in advance of the meeting. Unless another priority arises, we will continue reviewing the Internal Audit documents related to the draft final TNI Quality Management Plan.

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

Attachment A

Name/Affiliation	Representing	Present
Alfredo Sotomayor, Chair Milwaukee Metropolitan Sewer District Milwaukee, WI asotomayor@mmsd.com	TNI Board	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	No
Calista Daigle Dade Moeller, Inc. calista.daigle@moellerinc.com	NEFAP Executive Committee	Yes
Mei Beth Shepherd Shepherd Technical Services mbshep@sheptechserv.com	At Large	Yes
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	Will continue to participate until QMP review is completed, at Chair's invitation	Yes

Attachment B

Action Items – TNI Policy Committee

	Action Item	Who	Expected Completion	Comments/ Completion
60	Send request for review of POL 5-100 to NEFAP EC	Alfredo	April 2014	?
73	Complete and transmit to PTPEC Chair a package of Policy Committee Review Forms for SOP 4-102, 4-105 and 4-107, accompanied by a note that review of the PTPEC Evaluation SOP 4-104 will be postponed pending its revision after V3&V4 of the TNI ELSS standard is completed	Alfredo	November 2014	Materials sent to AST at his new email for processing
81	Verify Board approval/adoption of QMP Appendices 1&2	Jerry	By final approval of QMP	
82	Provide language for NEFAP Recognition Committee to be added to NEFAP section of Appendix 3 to QMP	Ilona	By final approval of QMP	

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	
2	Include mention of abstentions in SOP 1-102 revision (or elsewhere,) to ensure that intentional choice of appropriate wording is made in committee decision making choices	10/5/12	
3	In SOP 1-101, "Committee Operations," or else SOP 1-102, "Decision Making…," some mention of "default" decision making rules would be beneficial, since most committees do not have documentation of their decision processes.	10/22/12	SOP 1-102 discusses various options and situations where one might work better than others, but SOP 1-101 refers to 1-102 as if it sets a default.
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
7	Next revision of Pol 1-122 include addition of a sentence addressing the possibility of additional stakeholder categories.	2/21/14	Committees may add an additional stakeholder category with approval of TNI Board
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	
9	Revise SOP 1-100 (SOP on SOPs) to address use of bullets and alternative numbering systems	9/5/14	
10	Revise Guidance SOP 1-105 to note that a new approval request is required for updates to existing guidance products	10/3/14	
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	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)

	the organization.		
13	Changes to Appendix 3 of the QMP should be reflected on the web pages of the various committees as well as in their charters	5/15/15	Random thought by PA