TNI Policy Committee Meeting Summary
Friday March 18, 2016

1.   **Welcome, Roll Call and Announcements**

The meeting was called to order by Alfredo at 11 am Eastern. Attendance is recorded in Attachment 1.

With the conclusion of Board elections for new members, the Board elected its new officers at the March 9, 2016, meeting. Alfredo was elected Chair of the Board, and Patsy Root the Secretary. Since the Board Secretary chairs the Policy Committee, per SOP 1-101, Patsy will work with Alfredo to transition the leadership of this committee over the next several meetings, and Alfredo will remain involved until the QMP is ready for presentation to the TNI Board. Jerry noted that the Policy Committee Charter requires revision and that this would be a good opportunity to assess the status of our committee's SOPs and policies.

Alfredo has chaired Policy Committee since the incorporation of TNI, nine and a half years ago. Thank you very much, Alfredo, for this piece of your contributions to TNI!

2.   **Further Activity Concerning TNRC Organizational Location within TNI**

Alfredo informed the committee that the Non-governmental AB (NGAB) working group had presented to the Board its recommendation that the working group be dissolved and the TNI NGAB Recognition Committee (TNRC) be placed under the oversight of the Laboratory Accreditation Systems Executive Committee (LASEC.) After much discussion, that recommendation was returned to the workgroup for reconsideration and the TNRC will remain under the purview of the Board for now. We expect that the NGAB recognitions will be announced at conference in Orange County in August, and by then, the permanent organizational location for the TNRC should be resolved.

One of the corollary issues that arose during that Board discussion concerned the use of decision-making rules and the potential need for a default decision rule. This issue has long been carried in Attachment C of these minutes and was addressed by a change to SOP 1-102 at February 19, 2016, meeting. It now appears that a stronger statement, perhaps including a default decision rule either in an SOP or in each committee's charter, may be needed. The recommended default would be that decisions be made by a majority vote of those present (assuming that the normal fifty percent quorum is met), and that if a different rule were to be used, it should be declared at the outset of discussion of the motion. No action was taken or scheduled on this topic.

3.   **Progress towards Completion of the TNI QMP**

Several topic areas in the current draft QMP require additional or updated text before the document is ready for presentation to the Board. All agreed to provide the text for insertion by the April 1 Policy Committee meeting.
   - NGAB write-up for the appendix – Alfredo will provide this, making the write-up sufficiently general that an organizational relocation of the TNRC later this year will not require QMP revision
   - NEFAP recognitions of ABs – Ilona will draft additional language for the NEFAP portion of the QMP appendix
   - Internal audit section in main document – Alfredo will update this section to align with the agreed-upon processes that emerged from Policy Committee's discussions of this process

Once these pieces are inserted into the draft QMP document, and with the agreement of the new chair, participants believe that another review of the full document is warranted to ensure that all agreed-upon revisions are included and also that no new conflicts between portions of the document have been created by those insertions. Once that review is complete, the QMP will be ready for presentation to the Board – possibly in April but more likely at its May meeting.

Also, Ilona and a small working group of volunteers will be completing the various committee self-audit checklists, and expect to have those ready for committee review by the end of April. Review and acceptance of the individual checklists by the particular committees is expected to take at least one month.

These checklists will be referred to, in the QMP. They will not be part of the plan proposed for adoption, but rather maintained as free-standing documents in a separate location for easy updating as the various committees' SOPs and Policies are revised.

4.   **Next Meeting**

Policy Committee will meet again on April 1, 2016, at 11 am Eastern. Documents and teleconference information and an agenda will be circulated in advance of the meeting.
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Action Items are included in Attachment B and Attachment C includes a listing of reminders.

Attachment A

Name/Affiliation	Representing	Present
Alfredo Sotomayor (ex-officio) Milwaukee Metropolitan Sewer District Milwaukee, WI asotomayor@mmsd.com	TNI Board Chair	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	Yes
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
Patsy Root IDEXX Patsy-Root@idexx.com	TNI Board Secretary	No
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	Will continue to participate until QMP review is completed, at Chair's	Yes

	invitation	

Attachment B

Action Items – TNI Policy Committee

	Action Item	Who	Expected Completion	Comments/ Completion
82	Provide language for NEFAP Recognition Committee to be added to NEFAP section of Appendix 3 to QMP	Ilona	Prior to April 1 meeting	
85	Explore possible paths for finalizing and implementing the draft style guide for TNI, currently residing with CSDEC	Alfredo, Jerry, Bob, Lynn,	TBD – began 7/10/15	Review progress @ 6 month intervals
86	Provide NGAB write-up for the QMP appendix	Alfredo	Prior to April 1 meeting	
89	Prepare individualized committee self-audit checklists and circulate to individual committees	Ilona with subcommittee	Late April 2016 for preparation of checklists	Allow at least 1 month for cmte feedback to declare final documents
90	Revise QMP language about internal audits per committee discussions	Alfredo	Prior to April 1 meeting	Appropriate portion of QMP is §9.3
91	~~Merge guidance requests concerning V1M4 and forward to Alfredo for review and transmission to committee and AC~~	~~Lynn~~	~~Prior to March 4~~	~~Merged document with comments from Policy forwarded to Alfredo 2/28/16~~
93	Send results of guidance request review to Chemistry Expert Committee and NELAP AC	Alfredo	ASAP	
94				
95				

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)
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
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