TNI Policy Committee Meeting Summary
Friday, November 4, 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.

NOTE: Since the October 7 meeting, TNI's Board of Directors requested that the timeline for distributing the draft self-audit checklists to individual committees be modified so that it occurs after the article on the TNI Quality Management Plan (QMP) that will be in the next newsletter (probably mid-November.) This should still allow time for review of the checklists prior to roll-out of the QMP at conference in Houston.

2.   **NELAP Evaluation SOP 3-102 Rev 4 – Review of Revisions to Address Policy Comments**

The NELAP AC approved minor revisions to this SOP, as requested by Policy at its July 8, 2016, meeting. The revisions offered were considered satisfactory. One question was raised about modifying the timeline in Appendix B, to provide a definite length of time for assembling an evaluation team for a new Accreditation Body applicant, but since it is urgent that this SOP be approved before the next evaluation cycle begins (November 15, 2016), that issue will be addressed in the next revision. Another participant noted that Appendix C does not have a title, so this will be added as a technical edit, not requiring a re-vote by the AC. With this edit, the SOP was deemed ready for Board endorsement.

3.   **NELAP Mutual Recognition Policy POL 3-100 – Rev 0.3**

At conference in California, the Information Technology Committee met with the NELAP AC to discuss the Laboratory Accreditation Management System (LAMS) database. During that meeting, participants agreed and the NELAP AC since approved a modification of this policy to add an additional responsibility for NELAP ABs, specifically that they report updated laboratory accreditation information into LAMS at least every two weeks. This addition was approved by voice vote upon a motion by Bob with second by Mei Beth. The updated policy will be presented to the Board for endorsement.

4.   **Revising the Charter Format**

After an attempt to update the Policy Committee charter and then the committee's discussion that resulted in modifying the QMP to require that charters will reflect the TNI Strategic Plan and be updated rarely, while the annual implementation plans will address yearly goals, budgets and membership (see the minutes of April 1, 2016.) Immediately after that discussion, Patsy had provided a first cut for a new Charter format that would also serve as this committee's charter, and then a revision of that draft just prior to this meeting. The most recent draft was partially reviewed during the meeting and revised during the discussion. That working draft is included in Attachment D of these minutes. Review and revision will continue at the next meeting.

During discussion of the third objective in this draft charter, "Establish a procedure for ensuring that all final and implemented Policy committee procedures, guides and policies are available to the TNI membership," participants realized that there is no documented procedure for ensuring that the latest version of all TNI documents is readily available on the website. This will require some additional discussion, which should include the Executive Director who was absent from this meeting. The item has been noted in Appendix C to make certain it does not get overlooked.

5.   Future Meetings

Policy Committee will meet again on November 18 at 11 am Eastern. Work on the revised Charter format will continue, and following that, Policy Committee will begin review of any recently revised SOPs and policies from PTPEC and NEFAP.

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	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	Yes
Jerry Parr (ex-officio) Executive Director, TNI Jerry.Parr@nelac-institute.org		No
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	Drafts reviewed at October 7 meeting. Delivery to committees by October 14
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	No further action until review of SOP arrives at Policy Committee
101	Provide updated versions of PTPEC and NEFAP SOPs/Policies if available	Ilona	Prior to November 18 meeting	

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 being revised so that membership, budget and annual activities will be placed in a separate "implementation plan" per the QMP. ~~to be upgraded to address committee annual budgets later this year~~ This item will be deleted
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	Address with revision of Charter format
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	Internal audit database will NOT be publicly available.
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	7/8/16	

	recently approved version, as was done with the Standards Development SOP 2-100 and agreed upon with the NELAP Evaluation SOP 3-102		
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, above.	11/4/16	

Attachment D

Working Draft of Revised Charter Format for Policy Committee

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Policy Committee

2016 Charter   **(Revised:xx-xx-2016)**

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Mission

Develop and maintain general policies and procedures for the Institute.

Under the direction of the TNI Board of Directors, the Policy committee will:

1. <mark>Develop policies and procedures</mark> that address multiple TNI programs, which are then adopted by the TNI Board.
2. <mark>Review new and existing policie</mark>s and procedures for conformity and consistency with TNI's mission and strategic plan; may seek advice, support and/or approval from the TNI Board of Directors.
3. <mark>Accept and resolve complaints</mark> regarding TNI decisions, procedures, or operations except those regarding program recognitions, accreditation body accreditations, consensus standard activities covered under SOP 2-100 or standard interpretation requests.

Composition of the Committee

1. The Policy committee Chair is the Secretary of the TNI Board of Directors
2. Committee members represent each core TNI program; terms to coincide with the committee they represent
3. There is no requirement for balance of membership
4. May include at-large members with unlimited terms
5. The nature of the committee's operations makes it inappropriate to allow associate members

Objectives

1. Develop general Policies and Procedures for the operation of TNI.
   - **Success Measure:**
     - o The TNI Board of Directors endorses the policies and procedures developed by the Policy Committee.

2. Review new and existing policies and procedures developed by TNI program components; ensure policies and procedures are consistent with stated TNI purposes and positions. Ensure policies and procedures are stored and maintained
   - **Success Measures:**
     - o Committee has procedure(s) to review TNI program policies, SOPs, TNI Bylaws and other documents
     - o Develop Guidance, upon request.
     - o Maintain a "Master List" of all SOPs, Policies, and other key documents through a self audit

- Review committee drafts within three months of receipt, and respond within one month of completion of review.

3. Establish a procedure for ensuring that all final and implemented Policy committee procedures, guides and policies are available to the TNI membership.
   - **Success Measure:**
     - Policy committee procedures, guides and policies to be available on the TNI website

4. Serves as a general resource to the TNI Board, providing information and recommended solutions to specific issues, as requested.
   - **Success Measure:**
     - Complaints receive prompt investigation and recommended resolutions, where those complaints are not appropriately directed to individual programs for response.
5. Work Plan: the committee will review the Work Plan on at least an annual basis and as part of any internal audit process.
   - **Success Measure**
     - Work Plan is reviewed in committee, updated at least annually and review of this is incorporated in the internal audit process

Available Resources:

- Volunteer committee members
- Secretary of the Board of Directors
- Teleconference and A/V services
- Program Administrator support
- On-line storage, maintenance and archiving of SOPs, Policies and related documents

Anticipated Meeting Schedule:

- Teleconferences: schedule of calls to be published on the TNI website
- Face-to-face meetings as needed at TNI conferences