

**TNI Policy Committee Meeting Summary**  
**Friday, September 7, 2018**

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

Patsy welcomed everyone to the meeting. Attendance is recorded in Attachment 1.

**2. NELAP Decoupling Policy 3-102**

This policy was reviewed at the August 17 meeting, but without a quorum, formal approval was delayed until this meeting. A question about whether the definitions match those in the glossary was raised, and since that would be an “editorial” change, if needed, consensus was to delay the answer until Bob could research the facts. Bob moved and Silky seconded that POL 3-102 be approved and all present voted in favor.

NOTE: Patsy, Bob and Lynn met by teleconference to discuss the definitions. Bob will make minor edits to the glossary but the definitions in this policy do not require revision.

**3. Revised TNI Training Policy 1-116 and Revised TNI Travel SOP 1-119**

Previously approved minor revisions from the August 17 meeting were presented for final approval. Silky moved and JoAnn seconded that POL 1-116 and SOP 1-119 be approved. All present voted in favor.

As this completes Policy Committee’s five-year reviews, participants recommended that other committees be advised to consider undertaking 5-year reviews of their policies and SOPs, prior to the internal audit for that committee, so that the corrective actions can be minimized from that internal audit process.

**4. Preliminary Discussion of TNI Privacy Policy**

In order to respond to a few registrant complaints about emails from TNI vendors after the NEMC meetings, Jerry and the IT committee would like to establish a privacy policy, and implement some form of notification about what personally identifiable information TNI collects and what TNI does with that information, probably providing for some “opt-out” choice for those who object. Participants reviewed a draft based on another organization’s efforts, and discussed what TNI’s policy might look like. Jerry committed to taking those ideas and crafting a document that the IT committee could refine and get approved prior to the opening of registration for the summer 2019 NEMC conference.

**5. Cursory Review of Chemistry Guidance Documents**

Two revised guidance documents were provided by TNI’s Chemistry Expert Committee that addressed Policy’s earlier request that the documents contain examples to illustrate acceptable ways of complying with both the Calibration and the Detection and Quantitation sections of the now-adopted V1M4. Concurrent reviews are underway by the NELAP AC and LASEC. Policy agreed to briefly examine these two documents (GUI 3-109/Detection and Quantitation and 3-110/Calibration) for any overarching concerns that might be identified. Once finalized, both documents will need a specific review to ensure that they do not add any additional requirements to the intent of the standard, itself.

Participants noted that the use of italic font for the V1M4’s completely TNI-added language that is quoted could be misleading, since italicized font is used in the standard for ISO wording, and that some other distinguishing font should be utilized in the guidance documents. Also, participants

suggested that, to the extent feasible, the next (hopefully final) revisions should include “active voice” rather than the “passive voice” presently used in both documents.

And also, in GUI 3-110, the numbering of the appendices should be corrected.

## **6. Future Meetings**

The next meeting will occur on Friday, September 21, 2018, at 11 am Eastern. Due to Patsy’s unavailability, Silky will lead this meeting. An agenda and documents will be sent in advance of the meeting. If we are able to have the postponed discussion of internal audits, we will need screen sharing for that session.

**Attachment A**

<b>Name/Affiliation</b>	<b>Representing</b>	<b>Present</b>
Patsy Root, Chair IDEXX <a href="mailto:Patsy-Root@idexx.com">Patsy-Root@idexx.com</a>	TNI Board Secretary	Yes
Silky Labie, Vice Chair Env. Lab. Consulting & Technology, LLC Tallahassee, FL <a href="mailto:elcatllc@centurylink.net">elcatllc@centurylink.net</a>	At Large	Yes
JoAnn Boyd Southwest Research Institute, San Antonio, TX <a href="mailto:jboyd@swri.org">jboyd@swri.org</a>	Lab and FSMO	Yes
Calista Daigle Dade Moeller, Inc. <a href="mailto:calista.daigle@moellerinc.com">calista.daigle@moellerinc.com</a>	NEFAP Executive Committee	Yes
Virginia Hunsberger PA DEP <a href="mailto:vhunsberge@pa.gov">vhunsberge@pa.gov</a>	NELAP	Yes
Mei Beth Shepherd Shepherd Technical Services <a href="mailto:mbshep@sheptechserv.com">mbshep@sheptechserv.com</a>	At Large	No
Eric Smith ALS <a href="mailto:eric.smith@alsglobal.com">eric.smith@alsglobal.com</a>	PTP Executive Committee	Yes
Bob Wyeth Retired <a href="mailto:rfwyeth@yahoo.com">rfwyeth@yahoo.com</a>	CSD Executive Committee	Yes
Jerry Parr (ex-officio) Executive Director, TNI <a href="mailto:Jerry.Parr@nelac-institute.org">Jerry.Parr@nelac-institute.org</a>		Yes
Lynn Bradley, Program Administrator The NELAC Institute (Staunton, VA) <a href="mailto:lynn.bradley@nelac-institute.org">lynn.bradley@nelac-institute.org</a>		Yes
Ilona Taunton, Program Administrator <a href="mailto:Ilona.taunton@nelac-institute.org">Ilona.taunton@nelac-institute.org</a>		Yes
Alfredo Sotomayor (ex-officio) Milwaukee Metropolitan Sewer District, WI <a href="mailto:asotomayor@mmsd.com">asotomayor@mmsd.com</a>	TNI Board Chair	No