

**TNI Policy Committee Meeting Summary
Friday April 15, 2016**

1. Welcome, Roll Call and Announcements

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

2. Review of the TNI QMP with Recent Revisions

This review began with the “clean” version of the draft QMP that contained the previous meetings new NEFAP and NGAB additions but does not yet have the updated language about internal audits. That language should be available for review at the May 6 meeting, and conveniently, this meeting’s time was consumed by reviewing all sections up to section 9 about internal audits.

Changes discussed and accepted are noted here:

- §2.0 – first sentence. Although the term “management system” is now used internationally, all TNI documents still refer to “quality management system” so the word quality will be retained.
 - Fourth paragraph should end with “as determined by the Board.
 - Sixth paragraph – delete “ex officio” and remove parenthesis so that the last sentence reads “The ED is a non-voting member”
 - Seventh paragraph – revise the first sentence to read “TNI hosts up to two regularly scheduled meetings per year that involve open meetings....” Delete the second sentence.
- §2.1 – call out box names five programs but typically we refer to TNI as having four programs. These should be aligned and should match the language used in Appendix 3. NOTE: will it be adequate to remove the call-out box?
- §3.1 – delete the second paragraph.
- §3.4 – since §3.3 does not exist, adjust numbering accordingly. In the newly numbered §3.3, delete the second sentence of the first paragraph.
- §4.2 – add additional language about Committee Charters to reflect planned revision to structure of charters (a standing charter plus annual implementation plan) that will be added to both SOPs on Committee Operations.
- §4.3 – add “Evaluation” to heading and explain role of monthly program reports and summary annual report in monitoring progress toward completion of Strategic Plan goals. Combine with §4.4 to make just one section.
- §5.2 – Change header to “Vendors.” Jerry to edit (or review Patsy’s edits?) section so that it refers to POL 1-113 and to clarify when Finance Committee is consulted versus ED making decision about vendors. Delete last paragraph of this section.
- §6.1 – delete reference to “contract employee.”
- §6.2 – spell out ITQA. ED to determine whether update to ITQA is needed and assign if warranted.
- §7.0 – remove reference to “complaints” in header.
- §9.0 – at this point, our meeting time was consumed. This will be the starting point for review at the May 6 meeting, by which time the new text for internal audits will be available.

3. Next Meeting

Policy Committee will meet again on May 6, 2016, at 11 am Eastern. Documents and teleconference information and an agenda will be circulated in advance of the meeting.

The planned review of the CSDEC style guide will be postponed until completion of the QMP and charter revisions.

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	No
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	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 rwyeth@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	No

	invitation	
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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 4 meeting	April 1, 2016
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	Will review at April 15 meeting
86	Provide NGAB write-up for the QMP appendix	Alfredo	Prior to April 4 meeting	April 1, 2016
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 15 meeting	Provided to chair and staff for preliminary review after April 15 meeting
93	Send results of guidance request review to Chemistry Expert Committee and NELAP AC	Alfredo	ASAP	
94	Rework revised Charter into new format	Patsy	Prior to April 15 meeting	Revised charter distributed April 6. Template for annual implementation plan pending
95	Send Policy self-audit checklist to Patsy	Lynn	After 4/1/16 meeting	4/9/16
96	Prepare and distribute revised charter and implementation plan	Patsy	After 4/1/16 meeting	Revised charter sent 4/6/16. Implementation/work plan TBD
97	Formulate recommendation for updating and maintaining charters in new format	Jerry and/or Lynn	Once new template is agreed upon, possibly after May 6 meeting. §8.3 of SOPs?	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 the final QMP is approved. Ed. NOTE: Consider whether to include committee chairs in preparing newly required annual report, and if that should be included in this SOP revision.

	Action Item	Who	Expected Completion	Comments/ Completion
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
99				
100				

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