TNI Policy Committee Meeting Summary
Friday, April 7, 2017

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. There were no comments on the March 17 minutes.

2.   **Review of Revisions to CEU SOP 1-117 Rev 1**

This SOP is being updated after several years of use. Committee members discussed how TNI is not affiliated with any accredited Continuing Education Units (CEUs) body, but that TNI does follow the procedures required for accreditation, including the requirement for a test that must be passed in order to get a certificate of completion, which can be provided (along with the course syllabus) to request CEUs from any relevant professional organization. Absence or failure of such test would get the participant only a certificate of attendance. An evaluation form is also provided for every training, and may be used by participants as evidence of course participation. Specific comments follow.

§2 – the SOP needs to include a statement that TNI is not an accredited CEU provider. A note in this section would be adequate.

Bob moved and Mei Beth seconded that the SOP be approved with this edit as discussed. All present voted "yes." The edited SOP will be provided to the Board at its April 12 meeting, for endorsement.

3.   **Review of Revision to NELAP Evaluation SOP 3-102 Rev. 4.1**

With the NELAP AC's approval of a revised conflict of interest (COI) declaration to include a commitment to use electronically distributed review documents solely for purposes of the evaluation process, this SOP needed to be updated to include that form as a revised Appendix A. In addition, several typos were corrected, that had been identified during the evaluator training development and delivery process. After some discussion about whether the term "relationship" in the COI paragraph would also include "knowledge," it was determined that the COI wording has been in use for well over a decade and does not need to be revised. Silky moved and Bob seconded that the revision be approved. The vote was unanimously in favor of approval.

4.   **Discussion of Processes for Reviewing Upcoming SOPs, Policies, Checklists and Charters**

Since a number of TNI documents have been identified as needing minor revisions to align with the QMP, participants discussed whether to make individual assignments for initial draft revisions or to review each of them as a full committee. Consensus formed that the full committee should review each document identified as needing revision (from March 17 minutes as well as Attachment C of the minutes) and that, additionally, all administrative SOPs and Policies that are over five years old should be included in this review. The work plan spreadsheet was updated to include these, with a minor reformatting to create a column for the SOP/POL numbers to aid in identification. Ilona also noted that two NEFAP and two PT SOPs are in final stages of approval and will shortly need to be added to the review queue.

Bob noted that CSDEC's glossary is still in development and expected to be available for final review at conference in summer 2017. Availability of this document will greatly simplify the "definitions" section of all TNI SOPs.

Policy will not review the final internal audit checklists, since the format was already approved and the committee's checklist reviewed. Ilona will finalize these while working with TNI's IT Administrator as he finalizes the internal audit database.

Committee charters will go either to CSDEC (for Expert Committees) or directly to the TNI Board of Directors for final review and approval.

5.   **Future Meetings**

Policy Committee will meet again on April 21, 2017, at 11 am Eastern. An agenda and documents will be circulated in advance of the meeting.

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	No
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	No
Mei Beth Shepherd Shepherd Technical Services mbshep@sheptechserv.com	At Large	Yes
Eric Smith ALS eric.smith@alsglobal.com	PTP Executive Committee	No
Bob Wyeth Retired rfwyeth@yahoo.com	CSD Executive Committee	Yes
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		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
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
105	Systematically review TNI's administrative SOPs and Policies to ensure they are current with QMP and Bylaws revisions. Also, ensure that QMP and new Charter template are consistent.	Full committee	EOY 2017? This will be monitored in the work plan spreadsheet	Review of draft Internal Audit checklists shows many outdated items (see minutes of March 17, 2017)

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	
8	When the CSDEC 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 recently approved version, as was done with the Standards Development SOP 2-100 and agreed upon with the NELAP Evaluation SOP 3-102	7/8/16	
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	
21	Develop a procedure is needed for all committees, about creating charters and annual work plans	11/18/16	
22	Review SOP 4-102 (and likely others) once the CSDEC glossary is finalized	12/2/16	
23	Review various tracking formats used by committee work plans and settle on a standardized version	1/6/17	Best timing is probably along with outcomes of committee self-audits? Fall/winter 2017-2018
24	Modify appropriate committee SOPs (1-101 and 2-101) to indicate that telephone numbers NOT be included on committee rosters made publicly available	1/6/17	One complainant indicated that phone number was found in committee minutes by someone they were trying to avoid.
25	Document mechanism for updating internal audit checklists annually, prior to call for completion of committee internal audits	2/3/17	
26	When CSDEC's glossary is ready, all TNI documents incorporating definitions should be reviewed to see if replacing individual definitions with a reference to the glossary is appropriate	2/24/17	Discussion while reviewing SOP 2-103