

**TNI Policy Committee Meeting Summary  
Friday, August 16, 2019**

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

Patsy welcomed everyone to the meeting. Attendance is recorded in Attachment 1. The minutes of July 19 were accepted.

**2. Internal Audit Discussion**

Ilona provided the following background information for the discussion:

As per SOP 1-124 (Internal Audits), we need to update the checklists to prepare for the next round of audits.

There are two templates – CSDP Committees and Other Committees. Each checklist has two portions – the upper pertains to all relevant committees and the lower is specific to the committee.

Based on the timing in the SOP, CSDP and each Other Committee needs to look at their internal audit checklist and update it by 9/1/19. This is done by taking the current Word version of the checklist and making changes with track changes turned on. (It might be later in September given that many committees cancel their meetings during the month we have a Conference. Perhaps PA's can help with this?) Policy will need to review these changes before they are sent to William on 9/30/19.

Policy will need to update the upper portion of the Other Committees checklist by 9/30/19.

The CSDP Executive Committee needs to update the CSDP template for Expert Committee use. This needs to be done in time for Policy to review it before 9/30/19. CSDP is meeting 8/29/19 to do this, so this timing should work.

The new audit checklists should be posted by 10/15/19.

The timeframe for completing these audits was adjusted so that the checklists would be updated by September 10, with reviews beginning at the September 20 Policy Committee meeting and completed at the October 4 meeting if needed. The documents from last year were distributed to appropriate staff on August 19, and should be returned for Policy Committee review by September 10, in "track changes" format.

The lower portion should be updated for each committee by staff working with the committee in whatever manner they choose. The upper portion will be done by Patsy, Ilona and Lynn, for the non-CSDP checklists, and will essentially be the same as the Policy checklist for all. The revisions should retain or update the revision numbers of the SOPs and Policies during revision of the checklists. The criteria for inclusion in the checklist is somewhat subjective, according to Ilona, with the overall impact to TNI if not followed being the primary consideration.

**3. Review of Revised PTPEC FoPT Table Management SOP 4-107**

This document was updated to include three new concepts: the types of reviews of Field of Proficiency Testing (FoPT) tables, the triggers for review and the handling of Analyte Request Applications.

Committee comments are noted below.

§5 – the WET table is an exception to the normal format, and regarding CAS numbers, that requirement should be caveated “as appropriate”, since some fields of testing do not address substances having CAS numbers.

§6.1 – consider referring to the “triggers” for need in §7

§7 – consider whether “problematic analyte” requires some criteria or results from a decision process. Reword first bullet to read more smoothly and try to use parallel construction in the sequence of bullets.

§9.3 – consider substituting “regulatory authority or AB” for “governmental AB”, since some pathogens of public health significance are not regulated by state environmental agencies but require testing in environmental media.

§11 – while discussing §5 references to the “change log”, participants discussed how access to the approved table and updated tables is protected. PTPEC believes that their current system is adequate, but participants requested that its procedures be documented in the SOP, and also, that if possible, the current FoPT tables should be stored in PowerDMS, assuming it can handle Excel files.

*NOTE: SOP 1-104 should be updated to address protection of FoPT tables and all other documents from unauthorized changes. Once the internal audit checklists are updated, this SOP will need a thorough revision. It may be that each program uses different protective mechanisms, but those should be required and documented.*

The results of this Policy Committee review will be returned to PTPEC to be addressed before the final document is resubmitted for approval.

#### **4. Future Meetings**

The next meeting will be Friday, September 6, 2019, at 11 am Eastern. The agenda and documents will be send in advance of the meeting, as usual.

**Attachment A**

Name/Affiliation	Representing	Present
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	No
JoAnn Boyd Southwest Research Institute, San Antonio, TX <a href="mailto:jboyd@swri.org">jboyd@swri.org</a>	Lab and FSMO	No
Calista Daigle Dade Moeller, Inc. <a href="mailto:cdaigle@amrad.com">cdaigle@amrad.com</a>	NEFAP Executive Committee	No
Virginia Hunsberger PA DEP <a href="mailto:vhunsberge@pa.gov">vhunsberge@pa.gov</a>	NELAP	No
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
Paul Junio Northern Lake Service, Inc. <a href="mailto:paulj@nslab.com">paulj@nslab.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>		No
Lynn Bradley, Program Administrator, TNI <a href="mailto:lynn.bradley@nelac-institute.org">lynn.bradley@nelac-institute.org</a>		Yes
Ilona Taunton, Program Administrator, TNI <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