

**TNI Policy Committee Meeting Summary  
Friday, August 17, 2018**

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

In Patsy's absence, Silky welcomed everyone to the meeting. Attendance is recorded in Attachment 1. There was no quorum for this meeting, so all votes are postponed until the September 7 meeting.

NOTE: The discussion of internal audits was again delayed but hopefully can take place at the September 7 meeting. At that time, Ilona will review the database and checklists with Policy Committee. An SOP and some training or minimally, a set of instructions, will be needed to accompany the announcement to TNI committees when it comes time to commence these audits.

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

This policy is formally titled "Relationship of NELAP AB Certificates of Recognition and the NELAP Evaluation Process". It provides for annual issuance of NELAP Certificates of Recognition, on a timetable independent of the evaluation process. Participants had no recommendations for edits to the document, except for modifying the effective date in the header to match that in the approval table. A formal vote will be requested at the next committee meeting.

**3. Reconsideration of Glossary Item for Certified Reference Materials**

On June 1, 2018, Policy Committee considered and advised CSDEC about resolution of several conflicts within the new TNI Glossary. At that time, the difference between the TNI V1M2 definition of Certified Reference Material (CRM) and the ISO Guide 30:2015 definition of CRM was considered irrelevant since we were unable to identify any use of the term, CRM, in the standard. Since then, Jerry found that one section (in a PT module) does refer to CRM, so thus Policy Committee needed to revisit its previous recommendation. Participants determined that the definition used in V1M2 is more appropriate for TNI's laboratory standard than the ISO definition, and is making that recommendation to CSDEC.

Certified Reference Material (CRM)  
V1M2

Reference material, accompanied by a certificate, having a value, measurement uncertainty, and stated metrological traceability chain to a national metrology institute.

*Certified Reference Material (CRM)  
ISO Guide 30*

*Reference material characterized by a metrologically valid procedure for one or more specific properties, accompanied by a certificate that provides the value of the specified property, its associated uncertainty, and a statement of metrological traceability.*

**4. Review of Revised TNI Training Policy 1-116**

This Policy was initially considered for its five-year review on June 1, 2018, and Policy participants realized that it needed a bit of updating, since TNI's training program has expanded substantially since the document was first written. Ilona provided revisions to section III of the document to accommodate those changes. A few minor revisions to the edits provided were

recommended, and the full document will be presented for final approval at the September 7 meeting.

The revisions requested to the modifications in section III-3 were to change the registration language to read “Registration for all TNI courses will be available on the TNI website” and to change “live” to “in-person” in the description of training formats utilized. Also, section iii-4 should be renumbered.

## **5. Review of TNI Travel SOP 1-119**

This SOP is the final document needing review by Policy Committee as part of its five year review of policy documents. The revised document will be available for approval at the September 7 meeting.

Several minor changes were recommended to this SOP, as follows:

§1.0 – add “This SOP does not apply to travel reimbursed by an organization other than TNI”

§3.0 – reword the 2<sup>nd</sup> paragraph to read “The TNI Executive Director may, on request, waive the registration fee for TNI conference attendees who are approved for travel reimbursement” or similar language

§4.1.1 – add, after the 2<sup>nd</sup> sentence, “Exceptions can be granted if approval from an organization other than TNI is delayed”

§4.1.2 – add “ride-sharing”

§4.1.4 – add “business class”

§4.2 – no subordinate number is needed, since there is only one paragraph

§4.3.1 – this section needs to accommodate the traveler’s employer’s practices

Attachment 2 – omit the mileage rate from the reimbursement form, since this may vary over time

Some other policies and SOPs belonging to other committees still need their periodic reviews to be completed.

## **6. Future Meetings**

The next meeting will occur on Friday, September 7, 2018. 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**

Name/Affiliation	Representing	Present
Patsy Root, Chair IDEXX <a href="mailto:Patsy-Root@idexx.com">Patsy-Root@idexx.com</a>	TNI Board Secretary	No
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	No
Calista Daigle Dade Moeller, Inc. <a href="mailto:calista.daigle@moellerinc.com">calista.daigle@moellerinc.com</a>	NEFAP Executive Committee	No
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	Yes
Eric Smith ALS <a href="mailto:eric.smith@alsglobal.com">eric.smith@alsglobal.com</a>	PTP Executive Committee	No
Bob Wyeth Retired <a href="mailto:rfwyeth@yahoo.com">rfwyeth@yahoo.com</a>	CSD Executive Committee	No
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