TNI Policy Committee Meeting Summary
Friday, August 18, 2017

1.   Welcome, Roll Call and Announcements

The meeting was called to order by Silky at 11:00 am Eastern. Patsy was unable to attend. Attendance is recorded in Attachment 1. There were no comments on the July 14 minutes.

2.   Final Approval of NEFAP Voting SOP 5-102

The revised NEFAP Voting SOP 5-102 was approved by the NEFAP Executive Committee and submitted for final approval. In reviewing the document prior to the meeting, Silky had offered some edits (being unaware of the agreement reached at the June 16 meeting), but those edits were rejected as changing the agreed-upon workings of an abstention. Also, with the substantial change to the abstention process, the revision will become Revision 3, rather than 2.1.

Calista moved and Eric seconded that the SOP be approved as presented. Approval was unanimous. After the vote, Eric offered one minor technical edit, which Ilona will make before providing the final version for Board approval.

3.   Review and Approval of LASEC SIR Management SOP 3-105

This SOP was updated so that its wording would match the language approved in the 2016 Request to Develop Guidance concerning "implementation guidance" and to include the requirements that such guidance must meet, as approved by Policy Committee. The "implementation guidance had previously been referred to as clarification in the SOP.

In her pre-meeting review, Silky offered some edits that included spelling out all acronyms and fixing the paragraph numbering. Mei Beth moved and Eric seconded to approve the revised SOP with Silky's edits included. Approval was unanimous. This SOP will be offered to the Board for its endorsement at the next meeting.

4.   Review of NELAP General Operations SOP 3-100

This document was drafted but never approved, nearly a decade ago. It was updated with terminology and references to the NELAP Voting SOP 3-101, and language was added addressing the election of the NELAP Chair and Vice Chair. Lynn asked that special attention be given to the elections language during review. The following comments were offered:

> §5.2.3 – fix the commas and refer to the voting SOP rather than describing the two-thirds vote, to say that "election of the Chair will be considered a 'matter of accreditation' in accordance with SOP 3-101." Same for Vice Chair, below.
> §5.2.4 – note that the 3-year vote may affirm continuance of the chair, and explain that there is no term limit set. Same for Vice Chair, below.
> §5.2.5 – include notation that a new Vice Chair shall be elected if the current Vice Chair is no longer willing or able to serve. Same for Chair, above.
> §5.2.6 – describe that the Chair is elected first and then the Vice Chair follows. Note that elections for Chair and Vice Chair are independent events and may occur at separate times, according to the needs and desires of the Council and the incumbents.
> §5.2.7 – eliminate first sentence.

§5.3.2 – include "this authority/responsibility may be delegated to the Vice Chair, as needed."
§5.3.3 – refer to Chair, Vice Chair and PA for setting agenda
§5.4.1 – needs a period. Also, check the number sequencing.
§6 – add "none"
§8(?) – check to see if "matter of accreditation" is defined in SOP 3-101

This SOP will be returned to the NELAP AC for revision in accordance with the comments noted.

5.   Review of NEFAP Complaint, Appeal and Dispute Resolution Procedures

This SOP was updated as part of a routine review of NEFAP SOPs. As part of the update, NEFAP determined to expand its applicability beyond the NEFAP AB recognition program, to encompass the entire NEFAP.

Comments during the review are noted below:
§2 – add "appeal" to the first line and change the close of the paragraph to say "address the issue" rather than repeating the three possibilities.
§3 – add reference to the NEFAP Voting SOP
§4 – in the definition of complaint, change the reference to "field activities program" to NEFAP, and add a definition of the NEFAP Executive Committee.
§5.1.2 – add reference to the location of a definition for "conflict of interest." Participants recommended splitting the paragraph into two (or more) parts (however numbered) and including more explanation about retaining balance in the subcommittee and avoiding multiple uses of the term, complaint, in the same sentence.

At this point, the meeting time ran out. Since there were no additions made to the SOP beyond §5.1.2, the review is considered complete and the document returned to NEFAP for revision.

6.   Future Meetings

The next teleconference of Policy Committee is scheduled for Friday, September 1, 2017, at 11 am Eastern. An agenda and documents will be circulated in advance of the meeting.

The meeting after that is scheduled for September 15, 2017.

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	No
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	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 rfwyeth@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		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
107				
108				
109				
110				
111				

Attachment C

Backburner / Reminders – TNI Policy Committee

	Item	Meeting Reference	Comments
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	
23	Review various tracking formats used by committee	1/6/17	Best timing is probably along with outcomes of committee self-

	work plans and settle on a standardized version		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