TNI Policy Committee Meeting Summary
Friday, December 15, 2017

1.   Welcome, Roll Call and Announcements

Patsy opened the meeting. Attendance is recorded in Attachment 1. There were no comments on the December 1 minutes.

2.   Discussion of the Member Participation

Having an insufficient number of members on a committee teleconference has happened with increasing frequency in recent months. Patsy requested a discussion of possible alternative strategies for our meetings, which might help more members attend. Options considered were to have "alternate" members for program representatives, to change meeting times, and to reduce the number of meetings to one per month while doing more of the committee's work electronically.

Having alternate program representatives is a possibility but is not addressed in the current Committee Operations SOP 1-101, so some change would need to be made there before alternates can included. Opinions varied about the meeting times, since Friday is often a non-work day or a travel day, but there was no consensus to change. The possibility of reducing the monthly meetings to one led to a discussion about how we might work more efficiently, by either having one member review documents beforehand and then discuss the highlighted items on the teleconference, or by curbing out tendency to review other programs' documents in too much detail. After all, Policy's charge is to ensure that documents do not conflict with basic TNI policies, but the committee has a tendency to wordsmith that takes additional time and might not be needed.

Participants concluded that, beginning with the next meeting (calendar 2018), we will distinguish between primary reviews (of Policy documents) and secondary reviews (other programs' documents) and in particular, avoid excessive wordsmithing during secondary reviews. Additionally, members will be asked to review documents prior to the announced meeting, in order to identify problem areas on which to focus. This preliminary review will be facilitated by the Program Administrator sending documents several days earlier than has been recent practice, to allow adequate time for review.

3.   Continued Review of SOP 4-102

Review of this document continued from section 5, with participants taking to heart their "let's not wordsmith on secondary reviews" decision from earlier in the meeting. Comments are noted below.

§6.1 (and anywhere else) – change "approval" to "recognition"
§6.5.1 – recommend that the second sentence be revised to read "The PTPA technical checklist and subsequent evaluation documentation will then be re-evaluated…." This would include deletion of the text "from the onsite assessment, including any additional information submitted by the appealing party". The implication that Policy committee recommends that allowing submission of additional information in support of an appeal be dis-allowed is correct.

Lynn will transmit the review conclusions to PTPEC.

4.   Review of Complaint Resolution Process SOP 1-106

This SOP is being amended to conform to the recently approved Governance SOP 1-124, and participants decided to conduct the five year review at the same time.

Title Box – this should be Revision 1.0

Index – there is no section 14 in the document. Appendix A has no flow chart. NOTE: one was later found, but not in a readily insert-able format. Lynn will pursue efforts to accomplish this.

§1 – describe the exceptions as any complaint about decisions by an executive committee or program except those having separate established complaint or dispute recognition procedures in place. Retain added/final sentence.

§2 – note that the form is available on the TNI website.

§4 – definition of "accepted complaint:" delete everything after first sentence.

§5 – delete completely

§7.2 – add parenthetical "(parties)" after "party"

§7.3 – modify the first and subsequent sentences to reflect that staff will consult with "the TNI Policy Committee Chair"

Review will resume at section 8.0 at the January 5, 2018, meeting.

5.   Future Meeting

The next teleconference of Policy Committee is scheduled for Friday, January 5, 2018, at 11 am Eastern. An agenda and documents will be circulated in advance of the meeting.

The second meeting in January will occur on Friday, January 12, 2018. This rescheduling is needed to accommodate members' travel arrangements going to Albuquerque.

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	No
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	Yes
Bob Wyeth Retired rfwyeth@yahoo.com	CSD Executive Committee	Yes
Jerry Parr (ex-officio) Executive Director, TNI Jerry.Parr@nelac-institute.org		No
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
108	Modify QMP to mention Code of Ethics statement	Jerry	October?	
109	Fix broken link to ethics statement when completing member application	Jerry	?	Once member code of ethics policy is finalized
111	Check with ANAB about registering marks/logos	Ilona	October 6	?
112	Review the Complaint SOP 1-106 to determine if current language is adequate to address an ethics violation per the revised Ethics and Governance Policy 1-124, or if some tweak of wording in the policy will bring it within the current complaint SOP language	Ilona Mei Beth	November 3?	Initiated December 15
113	Review Policy Cmte self-audit checklist	Full committee	November 17	
114	Transmit SOP 4-102 review results to PTPEC	Lynn	January 4, 2018	
115	Confer w/ Jan/admin about inserting flow chart into SOP 1-106	Lynn	January 4, 2018	

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 NEED FOR COMMITTEES TO SPECIFY DECISION RULES WAS ADDRESSED IN UPDATED COMMITTEE CHARTERS
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 (see also #25, below)	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~~	~~Incorporated into POL 1-124 and undergoing Policy Committee review as of October 20, 2017~~
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	11/4/16	

	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.		
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 (see also #16, above)	2/3/17	Ilona?
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
30 *	Modify the Development and Approval of TNI Policies and SOPs SOP 1-116 to add a §5.7 describing a periodic review cycle for SOPs and policies. See also #11, above.	10/6/17	Discussion while reviewing SOP 1-121
31	Prepare or update Code of Ethics document	11/17/17	Material removed from POL 1-124. Decision of how to publish remains open – as a freestanding document or a policy?