<div align="center">**TNI Policy Committee Meeting Summary**
Friday, February 16, 2018</div>

1. Welcome, Roll Call and Announcements

Patsy opened the meeting. Attendance is recorded in Attachment 1. Lynn noted that she did ask for a volunteer to represent the NELAP Accreditation Council, but got no positive response, yet.

2. Continued Review of PTPEC-NEFAP Evaluation SOP 7-101

Ilona updated the committee about the conversations since the February 2 meeting, concerning exactly how and where during the process do the recognition decisions get made. NEFAP wants the decision made by the Recognition Committee (RC,) with the NEFAP Executive Committee endorsing that decision and providing the actual recognition certificate, but the executive committee would not see the actual reports of the evaluation, only the results of the RC's review process. Also, while the TNI Board appoints the RC, both program executive committees (PTP and NEFAP) want to have "approval rights", which would probably be called endorsement of the RC composition. These revisions have been negotiated in concept but the executive committees have not yet approved a revised SOP containing them. Those changes will be included in the final version that will address all of Policy's comments, shortly after Policy completes its review of the current document.

Review resumed at section 6, with the following comments offered by participants:

> §6.2.3 and 6.2.4 (and other places, as well) – consider making this "business days" instead of "calendar days"
> §6.3, 6.4 and 6.5 – clarify which items are needed for the evaluation whether or not the ET physically visits the site, and which only apply if an actual physical visit is warranted.
> §6.4.2.1 – clarify that "technical staff" includes both contract and employee assessors
> §6.5.3 thru 6.9 – clarify/specify which report is due after the "site evaluation" versus the witness/observation, and when the timing (countdown) for completion of report and its delivery starts. Consider whether a flow chart or timeline might be helpful
> §6.6.1 – clarify that the evaluation team is not to talk with the assessor during the witness/observation (unless the assessor is the AB-employed staff designated as contact point)
> §6.6.3 – the possibility of more than one witness/observation is discussed, but how that determination is made is not documented in this SOP. Do all parties find that acceptable?
> §6.7 – include the application and technical checklist as "related documents"
> §6.9.2 – since two reports are being prepared and delivered, is the AB allowed to respond to the site evaluation report, or must all corrective actions be addressed in the final report? Also, specify in this section that "receipt of the report" refers to the post-witness report, if that is the case

At this point, time was expired. Review will resume at section 6.10, at the next meeting. JoAnn offered to email her comment on this next part, in the event she is unable to attend the March 2 meeting.

3. Future Meeting

The next meeting will occur on Friday, March 2, 2018. An agenda and documents will be sent 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	Yes
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	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
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 Flow chart graphic located and sent to Jan W for insertion, if possible. Requested completion by February 1, when review will resume
113	Review Policy Cmte self-audit checklist	Full committee	January 5, 2018	
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	done
116	Sort out TNRC references in SOP 7-101	Ilona/Jerry	February 2, 2018	SOP as written appears to conflict with Board-approved processes. SOP revised to use "Recognition Committee" rather than TNRC
117	Resolve apparent conflict between Board-approved and NEFAP Executive Committee's desired recognition process	Ilona, Jerry and relevant committee chairs if needed	?	SOP as written appears to conflict with Board-approved processes

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.
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	11/4/16	

	#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?
32	Consider whether and how to monitor/audit specific tasks/responsibilities assigned to elected officers and TNI staff members.	1/5/18	Related to discussion of internal audit checklist for Policy
33	Need sexual harassment policy	1/25/18	From Staff Meeting in Albuquerque