TNI Policy Committee Meeting Summary
Friday February 19, 2016

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

The meeting was called to order by the Chair at 11 am Eastern. Attendance is recorded in Attachment 1.

2.   **Proposals to Develop Guidance for Implementing the Calibration and LOD/LOQ Standards**

Both the NELAP Accreditation Council (AC) and the Chemistry Expert Committee submitted independent proposals for developing this guidance. The AC requested it at the previous conference, as a way of ensuring that the moderately complex calculations added to those two portions of the Chemistry Module (V1M4) would be implemented consistently across the NELAP ABs.

After discussion and review, participants agreed that an appropriate response from Policy Committee will be to merge the two documents, since both have useful and different information, and return that version to the Chemistry Committee with a copy to the AC. The accompanying comments from Policy Committee will recommend that the guidance focus on "how to" rather than explaining the theory behind the new requirements of the standard. We will recognize the wisdom of having presented a draft outline to NELAP prior to developing the guidance and suggest that conversations with both the AC and the LASEC continue as the guidance is further developed.

Our comments will also request that the Chemistry Committee use part of its session at the next conference (Orange County in August) to present a draft of its guidance for the purpose of obtaining feedback about the clarity of the guidance from the AC, the LASEC and the laboratories that will be implementing that guidance. Then, the Chemistry Committee can use that feedback to finalize the guidance so that it will be available soon after the 2016 standard is adopted and well in advance of the implementation date.

3.   **Addressing Some Items from Attachment C – Minor Document Revisions**

Attachment C of these minutes carries "parking lot" items that have been identified in previous committee discussions, but were not considered serious enough to require immediate action. In expectation of a light agenda for this meeting, Alfredo had suggested that perhaps Lynn could prepare draft edits the identified documents for consideration by the full committee. The documents addressed and their number in Attachment C, as well as the outcomes of discussion, are itemized below. These documents, with the agreed-upon changes, will be updated and placed in the appropriate Dropbox folder, with the previous version being moved into archives.

Decision-Making Rules for TNI Committees, SOP 1-102 (Item #2) – Add a new section 8.4 stating that committees shall decide and document how abstentions from voting will be handled. In practice, either a general "rule" could be agreed upon and included in the committee charters or each individual motion could specify whether approval requires a majority vote of those voting or a majority of members of the committee.

Format Guidelines for SOPs of TNI, SOP 1-100 (Item #9) – Add a second sentence to section 10.2 clarifying that use of bullets is acceptable only if there is no need to refer to the bullet or if the sequence of bulleted items is not critical. Also, in first sentence, change "sections" to "levels."

<u>Process for Creating Guidance, SOP 1-105 (Item #10)</u> – Add a new section 11.2 stating that any update or revision, other than editorial changes, shall require resubmission and review by Policy Committee.

Two additional revised items are available for committee review but time did not permit addressing them at this meeting.

6.   **Next Meeting**

Policy Committee will meet again on March 4, 2016, at 11 am Eastern. Documents and teleconference information and an agenda will be circulated in advance of the meeting and the committee will address the status of QMP updates at that time.
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Action Items are included in Attachment B and Attachment C includes a listing of reminders.

Attachment A

Name/Affiliation	Representing	Present
Alfredo Sotomayor, Chair Milwaukee Metropolitan Sewer District Milwaukee, WI asotomayor@mmsd.com	TNI Board	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	Yes
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	No
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	Will continue to participate until QMP review is completed, at Chair's invitation	No

Attachment B

Action Items – TNI Policy Committee

	Action Item	Who	Expected Completion	Comments/ Completion
82	Provide language for NEFAP Recognition Committee to be added to NEFAP section of Appendix 3 to QMP	Ilona	Prior to March 4	
85	Explore possible paths for finalizing and implementing the draft style guide for TNI, currently residing with CSDEC	Alfredo, Jerry, Bob, Lynn,	TBD – began 7/10/15	Review progress @ 6 month intervals
86	Provide NGAB write-up for the QMP appendix	Alfredo	Prior to March 4	
88	Prepare prototype for the self-audit checklist – "core" checklist	Ilona w/ subcommittee as needed	For 11/6/15 Policy Cmte meeting	Completed and approved
89	Prepare individualized committee self-audit checklists and circulate to individual committees	Ilona with subcommittee	Possibly April 2016?	Allow at least 1 month for cmte feedback
90	Revise QMP language about internal audits per committee discussions	Alfredo	Prior to March 4	Appropriate portion of QMP is §9.3
91	Merge guidance requests concerning V1M4 and forward to Alfredo for review and transmission to committee and AC	Lynn	Prior to March 4	

Attachment C

Backburner / Reminders – TNI Policy Committee

		Item	Meeting Reference	Comments
1.		Look into need to include something about review schedule in all SOPs.	3/20/12	
2		~~Include mention of abstentions in SOP 1-102 revision (or elsewhere,) to ensure that intentional choice of appropriate wording is made in committee decision making choices~~	~~10/5/12~~	~~Change made to SOP 1-102 at February 19, 2016, meeting.~~
3		In SOP 1-101, "Committee Operations," or else SOP 1-102, "Decision Making…," some mention of "default" decision making rules would be beneficial, since most committees do not have documentation of their decision processes.	10/22/12	SOP 1-102 discusses various options and situations where one might work better than others, but SOP 1-101 refers to 1-102 as if it sets a default.
6		New Committee Charter format should include listing for Executive Director as ex officio member for all committees (per Bylaws.)	9/20/13	Charter format to be upgraded to address committee annual budgets later this year
7		Next revision of Pol 1-122 include addition of a sentence addressing the possibility of additional stakeholder categories.	2/21/14	Committees may add an additional stakeholder category with approval of TNI Board
8		When the CSD PEC charter is next updated, it should clarify which committees have added stakeholder categories and note that Board approval is required and was obtained for including those additional representatives in the committee(s.)	2/21/14	
9		~~Revise SOP 1-100 (SOP on SOPs) to address use of bullets and alternative numbering systems~~	~~9/5/14~~	~~Change made to SOP 1-100 at February 19, 2016, meeting.~~
10		~~Revise Guidance SOP 1-105 to note that a new approval request is required for updates to existing guidance products~~	~~10/3/14~~	~~Change made to SOP 1-105 at February 19, 2016 meeting.~~
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	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)

	the organization.		
13	Changes to Appendix 3 of the QMP should be reflected on the web pages of the various committees as well as in their charters	5/15/15	Random thought by PA
14	Add concept of managing risk to TNI into the committee chair training materials	12/18/15	Came out of internal audit discussions