

**TNI Policy Committee Meeting Summary
Friday, February 2, 2018**

1. Welcome, Roll Call and Announcements

Patsy opened the meeting. Attendance is recorded in Attachment 1. Lynn noted that she will ask for a volunteer to represent the NELAP Accreditation Council at its February 5 meeting.

2. Combined PTPEC and NEFAP Evaluation SOP 7-101

Ilona described the conversations during conference in Albuquerque that led to the edited version provided for review at this committee meeting – comments from January 12 were addressed and the naming of the recognition committee was changed so that it would not duplicate the name of a previous committee. These were considered “technical edits” not requiring approval of both full committees, and offered to Policy for its continued review.

Participants discussed how the hypothetical situation where an AB passes one evaluation but not the other. Ilona indicated that the Recognition Committee would have made that decision, and be providing separate recommendations to each of the two executive committees.

Another question arose, about why the individual program evaluation SOPs would continue to exist when the combined “evaluation SOP” is approved. Consensus was that all aspects of the evaluation process for both programs should be in this combination SOP. Apparently, the two programs intended to utilize different recognition procedures, thus the two separate program-specific evaluation SOPs, but participants urged that as much as possible should be incorporated into the combination SOP, even if additional procedural information were needed for especially complicated outcomes for a specific program.

Review resumed at section 5.4.2, with the following comments offered by participants:

§5.3.10 – fix typo in spelling of “activities”

§5.4.1 – delete the second sentence if only one SOP is going to exist

§5.5 – make “interest” plural

§5.5.1.2 – participants questioned the rationale for excluding recognized PTPEC/NEFAP ABs from the Recognition Committee. Apparently, this is a “business conflict” for the ABs in their TNI activities, even though similar circumstances are acceptable in ILAC, where strong ABs provide technical assistance to ABs needing additional assistance to attain recognition. Participants noted that, when this combination SOP is eventually expanded to encompass recognition to accredit to the NELAP standard, that exclusion may not hold

§5.5.1.9 – clean up references to other evaluation SOPs

§5.5.1.9.2 – this section raised concerns, as its wording indicates that the Recognition Committee votes on the actual recognition of an AB rather than creating and approving a recommendation to each of the executive committees, per the procedure approved by TNI’s Board of Directors (Board minutes of March 8, 2017 – the recognition committee will be “responsible for conducting evaluations for the NGAB recognition to accredit to the NELAP standard, as well as for PT Provider Accreditors and NEFAP ABs, making recommendations to the program executive committees (LASEC, PTPEC and NEFAP). For all recognition activities other than NELAP, the relevant executive committee will make the final decision and grant the recognition.” Ilona indicated that NEFAP does not think that it can follow that process, and that the only reason for NEFAP’s Executive Committee to reject the Recognition Committee’s decision on recognition of an AB would be for failure to follow the documented process.

At this point, the Chair had to end the meeting due to another appointment. Ilona will take Policy Committee's concern back to NEFAP for consideration, and review of this combined evaluation SOP will resume on February 16.

3. Future Meeting

The next meeting will occur on Friday, February 16, 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	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	Yes
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	Yes
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