

**TNI Policy Committee Meeting Summary
Friday, January 12, 2018**

1. Welcome, Roll Call and Announcements

Patsy opened the meeting. Attendance is recorded in Attachment 1. Patsy noted that Lynn Boysen has resigned from the committee, and that a new member representing NELAP will need to be recruited.

There were no comments on the January 5, 2018, minutes. Lynn noted that she will talk with Carol Batterton about the desired revisions to the two approved position statements, while in Albuquerque.

2. Combined PTPEC and NEFAP Evaluation SOP 7-101

Ilona provided some background for this new SOP. Both programs seek to use one single evaluation to meet the needs of each. Creation of this new procedure was accomplished by starting with the previous NEFAP Evaluation SOP, deemed more thorough than the PTPEC version. A workgroup comprised of representatives of both programs worked to create the new document, which was then approved by both executive committees. Ilona noted that plans are to eventually revise this SOP to include the evaluation of non-governmental ABs for recognition to accredit to the TNI NELAP Standard.

The following comments were offered by participants:

Title – suggest rewording to reflect “TNI AB Evaluation Procedure used by ...”

§1 – define AB in either §1 or 2, or else refer to §4 in §1

§2 – after an extended discussion of the AB recognition scheme adopted by the Board in February 2017, it’s not clear that the role of TNRC in this SOP is consistent with that scheme. Ilona and Jerry should explore this further and the SOP should be adapted, if necessary

§3 – spell out FSMO, add SOP 1-104, and decide whether ISO 17011 is a related document or a reference

§4 – spell out ISO/IEC, ILAC, and consider whether APLAC should be added. Ensure consistency with TNI glossary, probably refer to it depending on when the glossary is initially published

§5.1.7.1 – change NELAC to TNI, replace “bios” with full word, biographies

§5.2 – delete reference to volunteer lead evaluators. If necessary, an exception can be made but the SOP is based upon a TNI staff person being the lead

§5.2.2.1 – delete the word “documentation”

§5.2.2.9 – specify to whom this reporting is done, and describe what a “consistency problem” is intended to mean

§5.3.3.10 – add something like “when activities are underway”

§5.4.1 – the phrase “formulates the TNRC” is problematic, since under currently approved process, the TNRC is appointed by the TNI Board of Directors. This is part of what needs to be clarified in the exploration mentioned in §2, above.

At this point, the meeting time had elapsed. Patsy directed that the two executive committees and staff resolve the TNRC issues prior to Policy resuming its review at the February 2 meeting.

3. Future Meeting

The next meeting in January will occur on Friday, February 2, 2018. Policy Committee will not meet at conference in 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	Yes
Lynn Boysen MN ELAP Lynn.Boysen@state.mn.us	NELAP AG	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	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

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