

**TNI Policy Committee Meeting Summary  
Friday, January 4, 2018**

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

In Patsy's absence, Silky welcomed everyone to the meeting. Attendance is recorded in Attachment 1. The minutes of December 7 were approved by acclamation with a change to correct the meeting date.

**2. Personal Data Collection and Use SOP 1-123 and Personal Data Use Policy POL 1-127**

With a quorum in attendance, these two documents could finally be approved. Bob moved and Mei Beth seconded that POL 1-127 be approved. The vote was unanimous for approval. Mei Beth moved and Calista seconded that SOP 1-123 be approved. The vote was unanimous for approval. Both documents will be presented to the Board for approval at its next meeting.

**3. Continued Consideration of Committee Membership in Reaction to Recent Acquisition of TestAmerica by Eurofins**

Committee membership is governed by CSDEC's Committee Operations SOP 2-101 for expert committees and by Policy's Committee Operations SOP 1-101 for all other committees except NEFAP, which has a separate SOP 5-101.

As Chair of CSDEC, Bob had offered to take the lead in crafting yet another version of revised language for SOP 2-101, stating that committees could have more than one member from an organization, but stressing the value of true diversity as well as technical compliance with the TNI requirement for stakeholder balance. The proposed language for SOP 2-101 noted that membership approval by the committee would be the first review and that the acceptance and formal approval by the Chair of CSDEC would be a second level of oversight to ensure that an additional member from the same organization meets an otherwise unfilled need for committee membership. The exact language, as proposed, follows:

SOP 2-101 §2.3.3

Organizations may have more than one Committee Member on an Expert Committee. An organization is a company, state government, EPA Program/Office/Region, or other federal agency.

As TNI and all Committees are striving for diversity within all Committees, membership should preferentially reflect volunteers who are representative of all sectors of the accreditation community. While balance/lack of dominance by any stakeholder group must be insured, Committee Chairs and the CSDEC Chair will further ensure, through the membership nomination and approval process that the overall interests of all members of the accreditation community can be maintained.

The CSDEC Chair and applicable expert committee chair(s) on January 1 of each year (the beginning of any new terms or conclusions of terms for current members), will review expert committee membership rosters to ensure balance/lack of dominance, general make up of the committees and appropriate representation by the overall accreditation community.

Bob moved and Mei Beth seconded that this language should comprise Policy's recommendation to the Board as an example to be replicated in SOP 1-101 and the NEFAP SOP 5-101. Approval was unanimous. NOTE: The Board discussed Policy's recommendation at its January 9 meeting and determined to require explicit language stating that no more than two members per organization will be permitted without approval by the Board of Directors.

#### **4. Quality Systems Position Statement POS 1205 from Advocacy Committee**

Advocacy Committee returned its revised position statement after addressing the committee's recommendations. Participants again discussed whether "management system" or "quality management system" or "quality system" is the appropriate terminology, since ISO/IEC now refers only to "management systems. Lynn and Jerry, who both participate in the Advocacy Committee, noted that Advocacy had discussed at length Policy's prior recommendation to use "management system" or "quality management system", and determined that since current TNI standards refer to "quality systems", the Position Statement should use that language.

With that background, participants agreed to accept Advocacy's decision about the wording, noting that when wording of TNI standards changes, the Position Statement can be revised. Bob moved to accept the document as presented and Eric seconded. Approval was unanimous. POS 1205 will be presented to the Board but with no requirement for approval.

#### **5. Chemistry Calibration Guidance Document**

Jerry reviewed both the Calibration Guidance GUI 3-110 and the Detection and Quantitation Guidance GUI 3-109 by cross-referencing each "shall" and "must" to language in the Chemistry module of the 2016 TNI Standard. Since GUI 3-109 is still undergoing discussion and potentially another revision, that document was not further considered at this time.

For GUI 3-110, his review showed that no additional requirements are included in the guidance document. Bob moved to accept it and Calista seconded; approval was unanimous. NOTE: This document has also been accepted by LASEC and the NELAP AC and is thus considered final. The Chair of the Chemistry Expert Committee has been notified.

#### **6. Future Meetings**

The next meeting will occur on Friday, January 18, 2019, at 11 am Eastern. An agenda and documents will be sent in advance of the meeting.

**Attachment A**

Name/Affiliation	Representing	Present
Patsy Root, Chair IDEXX <a href="mailto:Patsy-Root@idexx.com">Patsy-Root@idexx.com</a>	TNI Board Secretary	No
Silky Labie, Vice Chair Env. Lab. Consulting & Technology, LLC Tallahassee, FL <a href="mailto:elcatllc@centurylink.net">elcatllc@centurylink.net</a>	At Large	Yes
JoAnn Boyd Southwest Research Institute, San Antonio, TX <a href="mailto:jboyd@swri.org">jboyd@swri.org</a>	Lab and FSMO	No
Calista Daigle Dade Moeller, Inc. <a href="mailto:calista.daigle@moellerinc.com">calista.daigle@moellerinc.com</a>	NEFAP Executive Committee	Yes
Virginia Hunsberger PA DEP <a href="mailto:vhunsberge@pa.gov">vhunsberge@pa.gov</a>	NELAP	Yes
Mei Beth Shepherd Shepherd Technical Services <a href="mailto:mbshep@sheptechserv.com">mbshep@sheptechserv.com</a>	At Large	Yes
Eric Smith ALS <a href="mailto:eric.smith@alsglobal.com">eric.smith@alsglobal.com</a>	PTP Executive Committee	Yes
Bob Wyeth Retired <a href="mailto:rfwyeth@yahoo.com">rfwyeth@yahoo.com</a>	CSD Executive Committee	Yes
Jerry Parr (ex-officio) Executive Director, TNI <a href="mailto:Jerry.Parr@nelac-institute.org">Jerry.Parr@nelac-institute.org</a>		Yes
Lynn Bradley, Program Administrator The NELAC Institute (Staunton, VA) <a href="mailto:lynn.bradley@nelac-institute.org">lynn.bradley@nelac-institute.org</a>		Yes
Ilona Taunton, Program Administrator <a href="mailto:Ilona.taunton@nelac-institute.org">Ilona.taunton@nelac-institute.org</a>		Yes
Alfredo Sotomayor (ex-officio) Milwaukee Metropolitan Sewer District, WI <a href="mailto:asotomayor@mmsd.com">asotomayor@mmsd.com</a>	TNI Board Chair	No