

**TNI Policy Committee Meeting Summary  
Friday, January 5, 2018**

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

Patsy opened the meeting. Attendance is recorded in Attachment 1. There were no comments on the December 15 minutes.

NOTE: Review of the Complaint Resolution Process SOP 1-106 will resume once the flow chart has been inserted into the document. Jan Wlodarski has been asked to help with this.

**2. CSDEC Style and Format Guide SOP 2-103**

As CSDEC Chair, Bob provided the history of this document. It began as draft guidance for all TNI documents, first reviewed in July 2015, and set aside with a recommendation to reconsider it in six months. Six months became June 2016, and at that time, Policy Committee returned the document to CSDEC with a request that the content be restructured into an SOP applicable to standards development. There was some discussion of developing an enforceable TNI-wide guidance for document style and formatting (July 2016) but this has not been initiated.

CSDEC's revised document, this SOP, was reviewed in February, 2017, and participants determined to return the document to CSDEC with a request to revise its organization. CSDEC considered this request, but determined that the SOP, as prepared and approved by CSDEC, was appropriate and suitable for that committee's needs, and requested that Policy Committee reconsider its decision. CSDEC looked at alternative style guides, as well (such as the ISO guide) but established that those were not suitable for TNI use.

After considering the history and reviewing the current document, Bob moved and Mei Beth seconded that Policy Committee approve SOP 2-103 as written for use by CSDEC. Approval was unanimous, and Patsy thanked Bob for his patience.

**3. Review of Policy Committee Draft Internal Audit Checklist for Possible Updates**

Ilona requested a final review of this checklist, before database being created by TNI's IT Administrator is finalized, since a number of Policy's documents have been updated and the top portion of Policy's checklist is essentially used for all TNI committees.

One general comment made was that notations in the comments line should be moved into the body of the question or item, so that the comments box can be used by IA reviewers to note the documents reviewed and other pertinent comments. Also, if the file reviewed is to be used by the auditors, the header information should be revised to indicate accurately the contents of the checklist.

In the Policy-specific (lower) portion of the checklist, participants asked that items specifically assigned to "The Secretary" rather than the committee be omitted, and that the items from SOP 1-105 be reworded to reflect that completed, rather than active, processes be audited. A mark-up of the draft was returned to Ilona with more specific information and suggestions.

As a result of this discussion, Jerry promised to consider whether and how to monitor (or audit) the specific actions and responsibilities assigned to elected officers and TNI staff members. This could include items from the Bylaws, from SOPs and Policies, from the QMP and in some cases, from position descriptions (currently under development.)

**4. Position Statement – Laboratory Management Systems Applicability to Small Laboratories**

During December, 2017, the Advocacy Committee contacted Lynn about two position statements that appeared to have gotten mislaid in the approval process – a PT Program Position Statement that was approved by Policy Committee in April, 2015, but never submitted to the Board for endorsement, and the subject document, that was sent to Policy Committee in September, 2013, but apparently never acted upon. Thus, the “small lab” document was placed on Policy’s agenda for review.

As discussion progressed, Jerry found that the PT Position Statement was approved by the Board in April, 2016, and that the subject document (then named “Quality Systems for Small Laboratories”) was approved by Policy Committee and then TNI’s Board in June, 2013.

However, participants noted that both documents would benefit from an update, to either update specific references or else remove version/revision/edition numbers to make the position statements “timeless.” Advocacy Committee will be requested to make those changes prior to submitting the Small Lab document to the Board.

Jerry noted that additional position statements are in Dropbox, some in draft form, and that the IT Administrator is currently reworking TNI’s content management system, and that deciding where to post these Position Statements will be addressed during that process.

**5. Final Approval of PTPEC Voting Process SOP 4-105**

This SOP was returned with all requested revisions completed. Bob noted that, while the currently included definitions of “quorum” are acceptable, once the TNI Glossary is adopted, that document will clearly state that a quorum is anything more than half of the members, and that a requirement to have two-thirds approval or two-thirds present for a vote will need to be viewed as a decision rule and not a voting requirement. This may require revision of voting procedures that require what is now called a “two-thirds quorum.”

Bob moved and Eric seconded to approve this final revision of SOP 4-105. Approval was unanimous.

**5. Future Meeting**

The next meeting in January will occur on Friday, January 12, 2018. This rescheduling is needed to accommodate members’ travel arrangements going to Albuquerque. 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 <a href="mailto:Patsy-Root@idexx.com">Patsy-Root@idexx.com</a>	TNI Board Secretary	Yes
JoAnn Boyd Southwest Research Institute, San Antonio, TX <a href="mailto:jboyd@swri.org">jboyd@swri.org</a>	Lab and FSMO	No
Lynn Boysen MN ELAP <a href="mailto:Lynn.Boysen@state.mn.us">Lynn.Boysen@state.mn.us</a>	NELAP AC	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
Calista Daigle Dade Moeller, Inc. <a href="mailto:calista.daigle@moellerinc.com">calista.daigle@moellerinc.com</a>	NEFAP Executive Committee	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>		No
Alfredo Sotomayor (ex-officio) Milwaukee Metropolitan Sewer District, WI <a href="mailto:asotomayor@mmsd.com">asotomayor@mmsd.com</a>	TNI Board Chair	No

**Attachment B**

**Action Items – TNI Policy Committee**

	<b>Action Item</b>	<b>Who</b>	<b>Expected Completion</b>	<b>Comments/ Completion</b>
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	<del>Confer w/ Jan/admin about inserting flow chart into SOP 1-106</del>	Lynn	<del>January 4, 2018</del>	done

**Attachment C**

**Backburner / Reminders – TNI Policy Committee**

	<b>Item</b>	<b>Meeting Reference</b>	<b>Comments</b>
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