

**TNI Policy Committee Meeting Summary
Friday, July 14, 2017**

1. Welcome, Roll Call and Announcements

The meeting was called to order by Patsy at 11:00 am Eastern. Attendance is recorded in Attachment 1. There were no comments on the June 16 minutes.

2. Consideration of Complaint #26

This complaint from the submitter of SIR #304 concerned the SIR process and what the submitter believes to be too long to produce resolution, plus the omission of a means for the submitter to request status updates on the SIR submitted. Ilona explained that this particular type of complaint is not explicitly addressed in the Complaint SOP 1-106, so she was turning to Policy Committee to decide how to address it.

Lynn explained that this particular SIR response was processed in accordance with the SIR Management SOP 3-106, but the email from the Quality Systems Chair transmitting that committee's response never arrived, and it took several months before she learned it was missing. At that point, the response was re-sent and approved by LASEC, then posted for vote by the NELAP AC. Lynn noted that, since she signs the letter to the submitter as well as transmitting the letter that the SIR was considered valid and identifying the committee assigned to respond to it, that literally everyone else contacts her for status updates when desired.

Participants discussed possible resolutions and participants agreed that LASEC should formalize the process for checking status updates by adding a sentence to the initial response letter advising the submitter to contact Lynn, and also add language to the SIR submission web page about how to target questions about a SIR submission. Participants also discussed the timeline of the current SIR SOP and suggested that LASEC be asked to review whether the stated 90 days is actually realistic.

NOTE: A letter stating these items as response to the complaint was signed and sent by Patsy on July 18.

3. Final Approval of Procurement Policy 1-113

This updated policy was distributed with the meeting agenda. Bob moved and JoAnn seconded that it be approved, and the vote was unanimous. The policy will be presented to the TNI Board for endorsement at its next business meeting, September 13.

4. Continued Review of Document Control SOP 1-104

While the full document review was completed during the previous committee call, and a clean version provided for vote at this meeting, several new issues arose for discussion prior to the vote.

Jerry had compiled a list of uncategorized documents referred to as "advocacy documents" and discussed them with TNI's Advocacy Committee. More work will be done to sort out which of these "odds and ends" warrant "control" and also what should actually constitute "guidance" that requires approval. For now, the terminology of SOP 1-104 is adequate; likely changes would occur in the Guidance SOP 1-105 and perhaps Advocacy Committee SOPs (specifically the

Position Statement SOP 1-118,) rather than in Document Control. It is important to get the already agreed-upon updates approved, and if further efforts reveal that additional changes are needed to SOP 1-104, we can revisit in the future.

A few minor tweaks were agreed to, in the clean draft:

- Remove the leftover highlighted text

- §1.2.2 3rd bullet – change “regulatory” to “public” comments

- Appendix A – add “Advocacy documents” to the 5th row of Class 2 (a 3 year retention period)

With these three minor changes, Bob moved and Mei Beth seconded that the document be approved. The vote to approve was unanimous. This SOP will be ready for Board endorsement at the September meeting, also.

4. Review of PTPEC Voting SOP 4-105

Ilona noted that PTPEC has not yet looked at the comments made on the NEFAP Voting SOP at our last meeting, and since both groups had intended to align their voting SOPs, similar changes will likely be made to both, specifically regarding abstentions.

A substantial discussion took place about the distinction between a “full quorum” (two-thirds) versus a normal quorum (half of members, or half plus one.) We noted that the PTPEC and NEFAP versions of this were based on the NELAP AC’s Voting SOP 1-101, which requires that two-thirds of the AB representatives be present in order to vote on a “matter of accreditation.” The PTPEC and NEFAP versions only require a two-thirds vote, but the vote can be initiated with only half of the membership present, which is the same as expert committees require for approval of standards. The PTPEC and NEFAP Voting SOPs will be reworded to omit reference to a “full quorum” but still need to distinguish between the need for two-thirds of those present versus two-thirds of the membership, and the role of email voting to accomplish the required number of votes.

Thinking is that if the chair believes the discussion topic is of high importance or impact, the chair should table the discussion until more committee members are actually present, and this language should be added to both the PTPEC and NEFAP SOPs. For the NELAP AC Voting SOP, the SOP itself declares that “matters of accreditation” meet that criteria, that at least two-thirds of members must be present for a vote to be initiated because of the high importance of “matters of accreditation” -- the state ABs have law and regulatory enforcement responsibilities that justify its use of different rules for those issues.

At that point, the meeting time was over. Discussion will resume at the next meeting on August 4.

5. Future Meetings

Policy Committee will meet again on August 4, 2017, at 11 am Eastern. An agenda and documents will be circulated in advance of the meeting.

Policy Committee will not meet during conference week.

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 AC	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	No
Mei Beth Shepherd Shepherd Technical Services mbshep@sheptechserv.com	At Large	Yes
Eric Smith ALS eric.smith@alsglobal.com	PTP Executive Committee	Yes
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
106	Rework sections 4.5 & 4.6, plus 6-8	Jerry	June 15 (next meeting date)	Completed June 16, 2017
107				
108				
109				
110				
111				

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
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	5/9/16	Internal audit database will NOT be publicly available.
17	Review Ethics and Corporate Governance documents (as removed from the QMP) for possible updates	6/3/16	
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, above.	11/4/16	
23	Review various tracking formats used by committee	1/6/17	Best timing is probably along with outcomes of committee self-

	work plans and settle on a standardized version		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	2/3/17	
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