TNI Policy Committee Meeting Summary
Friday, July 8, 2016

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

The meeting was called to order by Patsy at noon Eastern. This was a rescheduled meeting. Attendance is recorded in Attachment 1.

2.   **NELAP Evaluation SOP 3-102**

This fourth revision of the NELAP Evaluation SOP is a priority for approval due to both budget implications and the need to have it available for both the possible Oklahoma application submission (expected within a month or two) and the next evaluation cycle that begins in November, 2016. Training for evaluators needs to be developed for presentation early in 2017, also.

Patsy asked Jerry to provide some background on the revision, since there is no mark-up available for the previous version. Jerry explained that the revisions were extensive and included re-ordering the sections, so that creating a mark-up would have been more confusing than just beginning as if it were new. The drivers for this revision are a budget shortfall for NELAP due to the labor and travel costs of evaluations under the former version, and also the need to avoid conflict of interest (COI) situations with the Lead Evaluator (LE) and that individual having other work that created perceived conflicts.

The major changes are increased reliance on technology to conduct reviews and interviews, so that the time on-site can be minimized; having the LE be a TNI staff person to prevent COI; and elimination of routine observations of lab assessments, except for new Accreditation Body (AB) applicants. Eliminating the observation is justified by both the ability of the evaluation team to use documentation review to establish that procedures were followed and also the fact that governmental programs cannot utilize third party information about employee performance. An increased emphasis on ABs witnessing their own assessors' work will be supplement the documentation review for the observation.

A brief discussion of the implementation date brought consensus on the NELAP Accreditation Council's expectation that any new evaluation beginning after approval of Revision 4.0 should be conducted under the new procedure, while evaluations underway and approaching closure (two remaining) will continue to follow Revision 3.0 to completion. NOTE: This conclusion was confirmed during discussions at the July 13 TNI Board meeting.

Review comments and explanations are noted below:

> §2.0 – a sentence clarifying which SOP version applies to which evaluation was considered, but deferred to a new policy to describe the practice of completing activities underway with the former but newly initiated activities with the most recently approved version, as was done with the Standards Development SOP 2-100

> §4.0 – the definition of finding was changed to match that of the NEFAP and NGAB Evaluation SOPs, which is the standard definition from ISO/IEC 17011. This was to honor a commitment made during approval of the previous revision 3.0

> §5.0 – the criteria for the EPA Liaison were provided by EPA; the actual appointment is normally made by the EPA Forum on Environmental Measurements, an inter-office working group under EPA's Science Policy Council

> §5.6.2 – remove "is" from the sentence prior to the bullet(s)

§7.1 and also 8.3 – recommend addition of clarifying language that there will be no additional charge, beyond the application fee, for extra time during the site visit for new AB applicants. The cost of the extended site visit and also the observation will be included in the application fee

§8.1 – the use of "should" troubled a few participants but the decision was to let it remain as is. Participants also suggested that the detailed list might more appropriately belong in an Appendix

§8.3 – in the last paragraph, add "to" to make the sentence grammatically correct.

With meeting time exhausted, the Chair halted review. We will resume at §8.4 for the July 29 meeting.

4.   Future Meetings

Policy Committee will meet again on July 29 at the usual 11 am Eastern time.

No meetings will occur in August, with the next meeting scheduled for September 16.

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
Lynn Boysen MN ELAP Lynn.Boysen@state.mn.us	NELAP AC	Yes
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	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	No
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		No
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
89	Prepare individualized committee self-audit checklists and circulate to individual committees	Ilona with subcommittee	Mid-September, per discussion at July 13 Board meeting	Allow at least 1 month for cmte feedback to declare final documents
93	Send results of guidance request review to Chemistry Expert Committee and NELAP AC	Alfredo	ASAP	
97	Formulate recommendation for updating and maintaining charters in new format	Jerry and/or Lynn	Need new plan to match discussions and new language in QMP	Add language about charters and annual implementation plans to both SOPs 1-101 and 2-101, along with annual self-audit requirement using checklist(s.) Revised SOPs need to be available when or shortly after the final QMP is approved.
98	Review LAMS ITQA and determine if update is needed to accommodate incorporation of methods	Jerry	Date of decision not specified	If update is required, assignment will go to the IT Committee and TNI's Database Administrator
100	Provide comments on style guide for incorporation into standards formatting SOP	Jerry	quickly	

Attachment C

Backburner / Reminders – TNI Policy Committee

	Item	Meeting Reference	Comments
1.	Look into need to include something about review schedule in all SOPs.	3/20/12	
6	New Committee Charter format should include listing for Executive Director as ex officio member for all committees (per Bylaws.)	9/20/13	Charter format to be upgraded to address committee annual budgets later this year
8	When the CSD PEC charter is next updated, it should clarify which committees have added stakeholder categories and note that Board approval is required and was obtained for including those additional representatives in the committee(s.)	2/21/14	
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	
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	7/8/16	

	upon with the NELAP Evaluation SOP 3-102		

Attachment 4

Final Response as Adopted by TNI Board

Policy Committee Statement on formation of Whole Effluent Toxicity (WET) Expert Committee and WET FoPT Subcommittee

June 24, 2016, approved by TNI Board 7/13/16

The TNI Board of Directors has requested that the Policy committee review the membership arrangement of the WET Expert Committee (WET EC) and the WET FoPT subcommittee.

The Policy Committee reviewed this issue and is recommending these two groups have different reporting structures within the TNI organization and different tasks.

The WET EC reports up through Consensus Standard Development Program and will have a committee Chair, a TNI support role person and vote on meeting minutes, which are published on the TNI website. The general task of the WET EC is to write, revise and receive/respond to comments on the TNI Volume 1, Module 7.

The WET FoPT subcommittee will report up through the PT Program Executive Committee (PTP EC), will have a subcommittee Chair and vote on meeting minutes, which are provided to the PTP EC. The FoPT subcommittee may only be required to meet if the PTP EC makes a request for assistance on issues related to WET FoPT activities. The FoPT subcommittee provides recommendations to the PTP EC; the PTP EC will make final decisions.

It is understood there is a minimal pool of experts in this field, which will likely lead to an overlap of participants in each of these WET related groups. However, it is clear that the TNI committee reporting structure must be retained as described here in order to keep related work appropriately organized and separated. The PTP EC should reach out to the entire TNI community for volunteers for a WET FoPT subcommittee. It is also suggested that the PTP EC reach out to the WET EC for volunteers and advice on staffing this subcommittee.

Patsy Root

Chair, Policy Committee