TNI Policy Committee Meeting Summary
Friday, June 16, 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 2 minutes.

2.   Final Approval of Procurement Policy 1-113

Due to an oversight, this item will be provided for approval at the July 14 meeting.

3.   Continued Review of Document Control SOP 1-104

Review began with Jerry's edits to 4.5/4.6 and then proceed through Appendix A until the full document was completed.

> §4.5 – the former §4.4 is split so that "uncontrolled documents" becomes §4.5 and the list of examples of uncontrolled documents becomes a note, with the phrase "such as" replaced with "include but not limited to"
> §5.2.2 – add Advocacy Committee documents here and specifically include position statements and reports to the existing bulleted examples
> §6.8 – delete this section, since it is about process rather than control of documents. The language belongs in SOP 1-116 instead
>
> Appendix A
> Class I, first row – "type of document" is "final versions of standards" (remaining text deleted) and add "after last use by an AB" to the Retention Time column
> Class I, second row – in "retention time" column, delete "until revised or withdrawn. When revised or withdrawn," and add "after last use by an AB" at the end
> Class II – third row (SIRs,) retention time column, replace with "retain for 5 years after last use of relevant standard by ABs"
> Class II -- fourth row (Bylaws,) replace "Access Mode" with "website for current; offline for previous versions"
> Class II – combine fifth, sixth and seventh rows (Charters, policies and SOPs) into one row, retain other information as is
> Class II – eighth row (guidance…), "retention time" column: delete "until revised or withdrawn" and add at end, "after last use of version by an AB
> Class II – ninth row (application forms,) in "type of document," delete everything after "application forms." In "retention time," delete "until revised" and in "access mode, replace "website" with "offline"
> Class II – tenth row (specifications) – delete row. This is covered under SOPs in former 7th row.
> Class III – second row (CSDEC minutes), replace "retention time" with "five years after last use of a particular standard"
> Class III – third row (proceedings,) replace "retention time" with "ten years"

Class IV – second and third rows (committee and board drafts…), combine those two rows. (When these documents are final, they become Class II documents, and are no longer necessary to retain)

Class V – second row (annual budget,) "availability" should be the same as rows 3&4 ("TNI Board…")

Class V – row nine (Completed applications,) change "type" to "Completed AB applications" and in "availability" column, add that "information claimed confidential will not be made available"

Class V – rows ten and eleven – combine these two so that "type" is "final evaluation reports with responses and recommendation" and add under "availability" that "information claimed confidential will not be made available"

A clean version of this will be provided for vote at the July 14 meeting.

4.   Review of NEFAP Voting SOP 5-102

This SOP and the PTPEC Voting SOP 4-102 have both been revised. The NEFAP version was selected for the first review. Comments below are from review of the June 7, 2017, Provisional document.

§5.2 – concerning abstention, Jerry asked that NEFAP revisit its decision to consider abstentions as a "no" vote and will provide additional information from Robert's Rules to Ilona to take back to the committee. NOTE: Robert's Rules advises considering an abstention as simply not counting in the vote total, although the individual abstaining counts as part of the needed quorum.

§5.3 – add the COI Policy 1-101 to the Related Documents

§5.4 – note that individuals voting by email will be added to the numerical quorum for final vote count

§6.0 – in the title of this section, delete "and Recognition" and insert "not" into the second sentence so that it reads "included but not limited to"

§6.2 – discussion noted that even if the NEFAP ABs are not governmental, they might need to veto due to conflict with ILAC requirements

§6.3.4.4 – clarify whether this sentence pertains only to the veto vote or if to the final vote total. If applicable to final vote, then it should be relocated outside of the "veto" section

§6.3.5 – delete the last sentence

Ilona agreed to clean up the document and, assuming no change is required to the abstention section, return it to Policy for approval at the July 14 meeting.

5.   Future Meetings

Policy Committee will meet again on July 14, 2017, at 11 am Eastern. This is a reschedule due to many July 4 holiday vacation plans. An agenda and documents will be circulated in advance of the meeting.

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	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	No
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		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				

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