

TNI Policy Committee Meeting Summary
Friday, June 21, 2019

1. Welcome, Roll Call and Announcements

Patsy welcomed everyone to the meeting. Attendance is recorded in Attachment 1. The minutes of June 14 were not available.

2. Approval of Expected Conduct Policy POL 1-129

A clean version of the draft with revisions from the June 14 meeting was distributed to committee members with the agenda. Paul moved and Virginia seconded that the document be approved and the vote was unanimously in favor. The document will be forwarded to the Board for its review and approval.

3. Review of Revised NGAB Evaluation SOP 7-100

The Board considered whether to combine the evaluations of non-governmental Accreditation Bodies (NGABs) recognized to accredit to the NELAP Standard with the PTPEC/NEFAP evaluations. Because of the different evaluation frequencies, for now, the NGAB Evaluation SOP will remain separate from the “combined” SOP what was reviewed and approved earlier this year. Still, there will be no major changes to the NGAB SOP, but the renewal section was “reserved” when it was originally approved, so that procedures for requesting and receiving renewal applications needed to be created and incorporated into STOP 7-100.

Although the predecessor of TNI Non-governmental Accreditation Body Recognition Committee (TNRC) helped with drafting the original document, for this revision to add a renewal section, Ilona worked with Jerry to prepare a draft which was distributed prior to the meeting, and Paul sent his mark-up of that draft in advance of the meeting.

While the process used for review was to work through Paul’s comments first and then review in detail the new material related to renewals. For ease of revising the draft, the comments are combined and listed in order, below:

- §5 – while the Board requested only changes relating to renewals of recognition, Policy Committee recommends that the Board authorize inclusion of a QA Reviewer in this revision, as was added to the NELAP Evaluation SOP 3-102 at its 2017 revision.
- §5.5.9 – the NGABs have a contract with TNI, rather than an “agreement”. This contract defines the scope of accreditations granted and delineates activities that each individual NGAB may perform under the aegis of TNI. The language in the SOP should match this terminology.
- §6.1 – in the “Note”, the first word should become “Additionally” and the first reference to 17011 should be edited to “ISO/IEC 17011”.
- §6.2 – the header should read “Application Process”.
- §6.2.1 – correct spelling of “Initial” in the header, and delete the note.
- §6.2.2 – the header should read “Initial Application”.
- §6.2.2.1 – delete the final sentence of this section.
- §6.2.2.1 – revise to read “The AB submits an electronic copy of the completed application, the Completeness Checklist and the Technical Review Checklist with all supporting documents to the EC...”.
- §6.2.2.2 – revise the draft new language to incorporate Paul’s edits, as follows: “If the AB does not submit a renewal application or extension request within thirty (30) calendar days, the EC shall notify the AB by any method providing receipt confirmation that, if an application is not submitted within fifteen (15) calendar days, the AB’s recognition expires

on the date of the current recognition certificate. After this expiration, recognition as an AB will require submission of an initial application (see 6.2).”

§6.4 – use “calendar days” (instead of “business days”) throughout the document.

§6.6 – in the new final paragraph, revise the reference to V2M1 section 6.3 to simply “the standard”, to avoid having to modify this SOP when the in-process revision of V2 is completed.

§6.7.1 – revise to read ” Observe all aspects of the NGAB’s laboratory assessment, including but not limited to opening and closing meetings, interviews of laboratory staff, data review, quality systems review, etc.”.

Appendix B – revise the fifth bullet to refer to “the current TNI Standard” without reference to the year adopted.

The cleaned-up revision will be presented for review at the next (July 19) committee meeting and then will be available for Board review and approval in September.

4. Review of NGAB “Decoupling” POL 7-100

This SOP was created to harmonize the certificate issuance process for NGABs with the revised process implemented by NELAP. Jerry drafted a version suitable for NGABs and only one minor revision was requested, to use the correct name for the TNRC, which is “TNI Non-governmental Accreditation Body Recognition Committee”. Paul moved to approve the document with that edit, and Eric seconded the motion; approval was unanimous.

5. Future Meetings

The next meeting will be Friday, July 19, 2019, at 11 am Eastern. The agenda and documents will be send in advance of the meeting, as usual.

The July 5 meeting will be cancelled due to the Independence Day holiday.

Attachment A

Name/Affiliation	Representing	Present
Patsy Root, Chair IDEXX Patsy-Root@idexx.com	TNI Board Secretary	Yes
Silky Labie, Vice Chair Env. Lab. Consulting & Technology, LLC Tallahassee, FL elcatllc@centurylink.net	At Large	No
JoAnn Boyd Southwest Research Institute, San Antonio, TX jboyd@swri.org	Lab and FSMO	Yes
Calista Daigle Dade Moeller, Inc. cdaigle@amrad.com	NEFAP Executive Committee	Yes
Virginia Hunsberger PA DEP vhunsberge@pa.gov	NELAP	Yes
Mei Beth Shepherd Shepherd Technical Services mbshep@sheptechserv.com	At Large	No
Eric Smith ALS eric.smith@alsglobal.com	PTP Executive Committee	Yes
Paul Junio Northern Lake Service, Inc. paulj@nslslab.com	CSD Executive Committee	Yes
Jerry Parr (ex-officio) Executive Director, TNI Jerry.Parr@nelac-institute.org		Yes
Lynn Bradley, Program Administrator, TNI lynn.bradley@nelac-institute.org		Yes
Ilona Taunton, Program Administrator, TNI Ilona.taunton@nelac-institute.org		Yes
Alfredo Sotomayor (ex-officio) Milwaukee Metropolitan Sewer District, WI asotomayor@mmsd.com	TNI Board Chair	No