

**TNI Policy Committee Meeting Summary**  
**Friday, June 22, 2016**

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

The meeting was called to order by Patsy at 11 am Eastern. Attendance is recorded in Attachment 1.

**2. Discussion and Decision Regarding Structural Issue, as Requested by TNI Board**

At the most recent TNI Board meeting, the Chair referred to Policy Committee for resolution an issue about whether the WET Expert Committee could also serve as the PTPEC WET FoPT subcommittee. The backgrounder prepared for Policy Committee is included in these minutes as Attachment 4.

Participants discussed the history of the issue, and agreed conceptually with a draft response as offered by Patsy. The final response as approved by acclamation is included in Attachment 5 to these minutes.

**3. NEFAP Nominating Procedure SOP 5-103**

Jerry provided some background about the role of Policy Committee in SOP reviews being to ensure consistency of policy and activities across the organization, explaining that if a conflict with existing practices is identified, the document is returned to the originator for resolution. Jerry also provided the background of this particular SOP, that earlier versions were somewhat controversial around the issue of committee composition.

The most recent version of SOP 5-103 seeks to alter the “normal” definition of AB, such that for the NEFAP, any AB not recognized to accredit to the NEFAP standard would be considered as “other” stakeholder category. An alternative proposal was offered for consideration, that the NEFAP ABs might actually be omitted from considerations of balanced representation, since those are appointed and each NEFAP AB has one representative.

NEFAP operates differently than NELAP, in that the non-governmental ABs do not vote on one another’s recognition; there is, instead, a separate Recognition Committee that convenes to consider recommendations from the NEFAP evaluations and determine whether or not to grant recognition as NEFAP AB.

The current SOP does include a statement that, if the executive committee structure becomes unwieldy with the proposed definitions, the SOP will be revised and a different structure devised to address management of the program.

Other requests were to use parallel constructions in the subordinate numberings of section 5.4.2 and to clarify that the FSMO members should be selected to be representative across both governmental levels and media programs. For this latter, the final sentence of the first paragraph of section 5.4.2.2 was deemed adequate to describe the desired representation.

Ilona agreed to return to NEFAP with the comments raised, and retain the Provisional version of SOP 5-103 until the issue of where the non-governmental AB recognition activity should reside

within TNI is resolved, since that should happen fairly soon and may impact the other accreditation programs.

**4. Future Meetings**

Policy Committee will meet again on July 8 from noon to 1:30 pm Eastern time.

Following meetings will be July 29, at 11 am Eastern, and then no meetings in August, with the next meeting scheduled for September 16. If needed for review of the revised NELAP Evaluation SOP 3-102, additional meeting(s) may be scheduled.

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	Yes
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	No
Mei Beth Shepherd Shepherd Technical Services <a href="mailto:mbshep@sheptechserv.com">mbshep@sheptechserv.com</a>	At Large	No
Eric Smith ALS <a href="mailto:eric.smith@alsglobal.com">eric.smith@alsglobal.com</a>	PTP Executive Committee	No
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>		Yes
Alfredo Sotomayor (ex-officio) Milwaukee Metropolitan Sewer District, WI <a href="mailto:asotomayor@mmsd.com">asotomayor@mmsd.com</a>	TNI Board Chair	Yes

**Attachment B**

**Action Items – TNI Policy Committee**

	<b>Action Item</b>	<b>Who</b>	<b>Expected Completion</b>	<b>Comments/ Completion</b>
85	Explore possible paths for finalizing and implementing the draft style guide for TNI, currently residing with CSDEC	Alfredo, Jerry, Bob, Lynn,	TBD — began 7/10/15	Decision at June 3 meeting was to turn document into an SOP for the CSD program
89	Prepare individualized committee self-audit checklists and circulate to individual committees	Ilna with subcommittee	Deadline uncertain	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
99	Review final draft of QMP for approval at May 20 meeting	ALL	5/20/16 Delayed to June 3 meeting	Approved and presented to Board at June 8 meeting
100	Provide comments on style guide for incorporation into standards formatting SOP	Jerry	quickly	

**Attachment C**

**Backburner / Reminders – TNI Policy Committee**

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

## Attachment 4

### TNI Structural Issue on FoPT Subcommittees

At the TNI Board call on June 8, the Board briefly discussed an issue related to the Whole Effluent Toxicity (WET) Expert Committee and a WET FoPT subcommittee under the PT Executive Committee (PTPEC). The Board Chair assigned Policy Committee to form a recommendation on whether the WET Expert Committee may continue to serve in an advisory capacity to the PTPEC, as a subcommittee, or if the expert committee should be replaced in the PT program by a new WET FoPT Subcommittee.

#### Background

On March 11, 2015, the TNI Board approved the formation of a WET Expert Committee with the following mission:

It is the mission of this committee to update and maintain the whole effluent toxicity testing Standard (TNI Volume 1, Module 7) based upon public comment, to provide technical assistance on issues related to whole effluent toxicity, to develop tools to aid implementation, and to facilitate the implementation of the Standard.

The formation of this committee occurred by taking the members of the existing WET subcommittee and informing them they were now an expert committee. It appears some, if not all of these members did not understand this was an organization change. The PT WET FoPT subcommittee last met on March 19, 2014. During much of 2015, the new expert committee continued to focus on PT issues, primarily in rewriting the instructions EPA uses for the DMRQA program for waste water dischargers. This effort has been widely appreciated by their stakeholder community. During this process, the WET committee chair was in frequent communication with the PTPEC chair.

The Expert Committee has expressed willingness to be responsible for maintaining the WET Fields of Proficiency Testing (FoPT) tables, but not in having separate minutes nor "reporting to" the PTPEC. At the same time, the expert committee would not object to PTPEC appointing a new group of individuals to serve as the FoPT subcommittee, as long as they can cross-communicate.

Note: The WET FoPT table was revised nearly 2 years ago, but the PTPs on PTPEC overrode the recommendation of the subcommittee and included "instructions for performing the test" in a table footnote, which the AC rejected. Resolution of this issue was hampered by formation of the expert committee and the blurred lines of responsibility, but essentially a new FoPT table is ready to be posted except for a longstanding error in a different footnote, just recognized by the recently appointed WET liaison to PTPEC. Resolution of this footnote issue is underway in WET but they want to ensure that no unintended consequences follow, by checking with EPA since it was EPA criteria (years ago) that led to the current situation.

TNI has 2 other Expert Committees (Chemistry and Microbiology) that also have subcommittees under the PTEC. In these other two cases, the subcommittee composition is very different from the expert committee composition, being generally much smaller and having a different person as chair.

Also, these subcommittees only need to meet if there is some needed changed to the FoPT tables, and it is not clear if any updates for WET are needed. Nonetheless, the PTPEC chair believes there should be a separate subcommittee that reports to the PTPEC and produces its own minutes, separate from the Expert Committee.

There is one more factor to consider. The Stationary Source Audit Sample Expert Committee has the responsibility for establishing analytes, concentration ranges and acceptance limits for this program. These are not PT limits, and this program is not part of the PT program, but it does show an Expert Committee may take on additional roles.

**Charge to the Policy Committee**

Develop a recommendation for the TNI Board on the resolution of this issue.

## **Attachment 5**

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

June 24, 2016

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. These two groups will have different reporting structures within the TNI organization and different tasks.

The WET EC will report up through Consensus Standard Development Program and will have a committee Chair, a TNI support role person and vote on meeting minutes, which are summarized for the TNI Board and 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 committee Chair, a TNI support role person, 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