TNI Policy Committee Meeting Summary
Friday, March 16, 2018

1.   Welcome, Roll Call and Announcements

Patsy opened the meeting. Attendance is recorded in Attachment 1. Virginia Hunsberger of Pennsylvania's Department of Environmental Protection Lab Certification Program was appointed by the NELAP Accreditation Council to represent NELAP on the committee; TNI's Board Chair has been asked to formally appoint her to the committee.

2.   Review of PT Expert Committee's Proposal to Develop Guidance about PTRL Reporting

On behalf of the PT Expert Committee (PTEC,) Jim Brownfield submitted a proposal to develop guidance, using the electronic form on the TNI website. This guidance will clarify and minimize confusion about Proficiency Testing Reporting Limits (PTRLs) and the Proficiency Testing scoring rules of the 2016 TNI Standard as labs transition to the new standard, and will also inform laboratories of the actions they can take if a Proficiency Testing Reporting Limit (PTRL) is below the laboratory's routine Limit of Quantitation (LOQ).

This proposed guidance was discussed in several sessions at conference in Albuquerque, and most of the information in it is already part of the revised and updated (but not yet released for purchase) Small Lab Handbook. The objective of putting the information in guidance format is that it should be freely available to all interested parties, whereas the handbook is a TNI product offered for sale.

The proposal was approved by acclamation, and PTEC has been asked to provide Policy Committee with a copy of the final document.

3.   Review of NEFAP Nominating Committee SOP 5-103

Final review of this SOP was delayed until TNI's revision of the AB recognition process (now TELAP) was implemented. Jerry asked Ilona to share with participants the recent NEFAP election process, and she reported that there were few votes for the TNI-wide election of NEFAP Executive Committee members. The SOP was followed (as is appropriate for a Provisional SOP), nominations closed on February 27, but there were too few nominations received, so the nomination period is held open, as allowed by the SOP.

Comments from participants were as follows:

- Definitions scattered throughout the document (especially §5.4) should be moved into §4, with whatever restructuring this requires.
- Reconcile sections 5.7 and 6.1; Policy's recommendation is to eliminate reference to one-year terms. That was appropriate at NEFAP's outset, but as an established program, all terms should be set up as three years, now.
- Clarify whether (or that) the new slate of candidates offered for vote replaces the former incumbents whose terms are expiring, regardless of the number of new candidates. Suggest keeping the first portion of the first sentence and the closing sentence of §5.7, only.
- Be explicit that all NEFAP ABs are considered "constant" (non-electable) members. If this needs to be changed in the future, the SOP can be revised.
- Please note that the NEFAP definition of AB will be highlighted to the TNI Board when this SOP is presented for endorsement after Policy Committee approval.

Lynn will transmit these comments to NEFAP for the committee.

4.   Review of TNI Complaint Resolution SOP 1-106

Changes to this SOP to conform to TNI's Governance SOP 1-124 were reviewed in December 2017, and after that review, the missing flow chart from Appendix A was located. That flow chart has been adapted to a format that can be inserted. The much-improved flow chart is noted in a new sentence added to section 2.0, and the document will be presented for approval at the April 6 Policy Committee meeting.

5.   Review of Revised CSDEC Committee Operations SOP 2-101

CSDEC has revised its Committee Operations SOP to allow individuals to serve as a full member on more than one expert committee, to provide for waivers to extend a committee members service for an additional term (with justification,) and to ensure that telephone numbers are not published in the member roster lists associated with meeting minutes.

All changes were deemed acceptable. Two dates need to be added – the SOP effective date, in the header, and the date of the latest approved changes. CSDEC will be asked to provide a clean version with those two changes, so that the document can be approved at the April 6 meeting.

6.   Future Meeting

The next meeting will occur on Friday, April 6, 2018. An agenda and documents will be sent 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	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	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		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
108	Modify QMP to mention Code of Ethics statement	Jerry	October?	
109	Fix broken link to ethics statement when completing member application	Jerry	?	Once member code of ethics policy is finalized
111	Check with ANAB about registering marks/logos	Ilona	October 6	?
112	~~Review the Complaint SOP 1-106 to determine if current language is adequate to address an ethics violation per the revised Ethics and Governance Policy 1-124, or if some tweak of wording in the policy will bring it within the current complaint SOP language~~	~~Ilona Mei Beth~~	~~November 3?~~	~~Flow chart received in early March, so that review can resume when other priorities allow~~
116	~~Sort out TNRC references in SOP 7-101~~	~~Ilona/Jerry~~	~~February 2, 2018~~	~~Revisions provided to Policy committee~~
117	~~Resolve apparent conflict between Board-approved and NEFAP Executive Committee's desired recognition process~~	~~Ilona, Jerry and relevant committee chairs if needed~~	~~March 2, 2018~~	~~Revised draft language provided to Policy for review~~

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 NEED FOR COMMITTEES TO SPECIFY DECISION RULES WAS ADDRESSED IN UPDATED COMMITTEE CHARTERS
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 (see also #25, below)	5/9/16	Internal audit database will NOT be publicly available.
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	11/4/16	

	#11, above.		
23	Review various tracking formats used by committee work plans and settle on a standardized version	1/6/17	Best timing is probably along with outcomes of committee self-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 (see also #16, above)	2/3/17	Ilona?
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
30 *	Modify the Development and Approval of TNI Policies and SOPs SOP 1-116 to add a §5.7 describing a periodic review cycle for SOPs and policies. See also #11, above.	10/6/17	Discussion while reviewing SOP 1-121
31	Prepare or update Code of Ethics document	11/17/17	Material removed from POL 1-124. Decision of how to publish remains open – as a freestanding document or a policy?
32	Consider whether and how to monitor/audit specific tasks/responsibilities assigned to elected officers and TNI staff members.	1/5/18	Related to discussion of internal audit checklist for Policy
33	Need sexual harassment policy	1/25/18	From Staff Meeting in Albuquerque