

**TNI Policy Committee Meeting Summary
Friday March 4, 2016**

1. Welcome, Roll Call and Announcements

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

2. Addressing Additional Items from Attachment C – Minor Document Revisions

Two items carried over from the February 19, 2016, meeting were addressed.

Determining Stakeholder Category of Committee Members, POL 1-122 – a sentence was added at the end of the second paragraph of section II, that “A committee man add an additional stakeholder category, if warranted, with the approval of the TNI Board.” This language makes the policy consistent with the current TNI Bylaws.

Operation of TNI Committees, SOP 1-101 – participants decided that addition of language to require documentation of decision-making rules used by individual committees or individual decisions within committees is not warranted, so the SOP remains unchanged from Version 2.2. Rather, the concept of addressing decision-making rules (rules as set forth in SOP 1-102) should be added to the Committee Chair Training materials when those are revised to include the QMP and its requirements, once the QMP is adopted.

The Chair determined that additional items from Attachment C may be addressed individually in the future, as time permits. Items that have been addressed as noted in today’s Attachment C will be deleted as of the March 18 minutes.

6. Next Meeting

Policy Committee will meet again on March 18, 2016, at 11 am Eastern. Documents and teleconference information and an agenda will be circulated in advance of the meeting and the committee will address the status of QMP updates at that time.

Action Items are included in Attachment B and Attachment C includes a listing of reminders.

Attachment A

| Name/Affiliation | Representing | Present |
|---|---|---------|
| Alfredo Sotomayor, Chair Milwaukee Metropolitan Sewer District Milwaukee, WI asotomayor@mmsd.com | TNI Board | 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 | No |
| Eric Smith ALS eric.smith@alsglobal.com | PTP Executive Committee | No |
| Bob Wyeth Retired rwyeth@yahoo.com | CSD Executive Committee | No |
| Jerry Parr (ex-officio) Executive Director, TNI Jerry.Parr@nelac-institute.org | | No |
| Lynn Bradley, Program Administrator The NELAC Institute (Staunton, VA) lynn.bradley@nelac-institute.org | | Yes |
| Ilona Taunton, Program Administrator Ilona.taunton@nelac-institute.org | Will continue to participate until QMP review is completed, at Chair's invitation | No |

Attachment B

Action Items – TNI Policy Committee

| | Action Item | Who | Expected Completion | Comments/Completion |
|----|---|----------------------------|----------------------------|--|
| 82 | Provide language for NEFAP Recognition Committee to be added to NEFAP section of Appendix 3 to QMP | Ilona | Prior to March 4 | |
| 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 | Review progress @ 6 month intervals |
| 86 | Provide NGAB write-up for the QMP appendix | Alfredo | Prior to March 4 | |
| 89 | Prepare individualized committee self-audit checklists and circulate to individual committees | Ilona with subcommittee | Possibly April 2016? | Allow at least 1 month for cmte feedback |
| 90 | Revise QMP language about internal audits per committee discussions | Alfredo | Prior to March 4 | Appropriate portion of QMP is §9.3 |
| 91 | Merge guidance requests concerning V1M4 and forward to Alfredo for review and transmission to committee and AC | Lynn | Prior to March 4 | Merged document with comments from Policy forwarded to Alfredo 2/28/16 |
| 92 | Send latest QMP draft to Alfredo | Lynn | March 8 | Latest available draft sent by Jerry on 8/7/15 forwarded 3/8/16 |
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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 | |
| 2 | Include mention of abstentions in SOP 1-102 revision (or elsewhere,) to ensure that intentional choice of appropriate wording is made in committee decision-making choices | 10/5/12 | Change made to SOP 1-102 at February 19, 2016, meeting. |
| 3 | In SOP 1-101, "Committee Operations," or else SOP 1-102, "Decision Making..." some mention of "default" decision making rules would be beneficial, since most committees do not have documentation of their decision processes. | 10/22/12 | SOP 1-102 discusses various options and situations where one might work better than others, but SOP 1-101 refers to 1-102 as if it sets a default. Committee decision on 3/4/16 not to modify SOP 1-101 or 1-102 for this purpose, but rather to highlight the need for specifying decision rule(s) in the committee chair training materials |
| 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 |
| 7 | Next revision of Pol 1-122 include addition of a sentence addressing the possibility of additional stakeholder categories. | 2/21/14 | Committees may add an additional stakeholder category with approval of TNI Board Editorial change made to POL 1-122 on 3/4/16, so that it aligns with Bylaws |
| 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 | |
| 9 | Revise SOP 1-100 (SOP on SOPs) to address use of bullets and alternative numbering systems | 9/5/14 | Change made to SOP 1-100 at February 19, 2016, meeting. |
| 10 | Revise Guidance SOP 1-105 to note that a new approval request is required for updates to existing guidance products | 10/3/14 | Change made to SOP 1-105 at February 19, 2016 meeting. |

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| 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) |
| 13 | Changes to Appendix 3 of the QMP should be reflected on the web pages of the various committees as well as in their charters | 5/15/15 | Random thought by PA |
| 14 | Add concept of managing risk to TNI into the committee chair training materials | 12/18/15 | Came out of internal audit discussions Discussion on 3/4/16 resolved that risk to TNI was factored in when internal audit structure and checklists were created for the QMP |
| 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 | |
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