TNI Policy Committee Meeting Summary
Friday May 1, 2015

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. Alfredo noted that any changes to the previous meeting's minutes should be requested within a week.

2.   **Continuing Review of TNI Draft Final Quality Management Plan**

The review resumed with the second paragraph of §5.1. Comments are listed below. A consistent comment throughout the document was noted – headers should be capitalized consistently.

§5.2 – need some way to distinguish "contractors" from "staff" since staff are technically contractors, too. Also, suggest noting that while the Finance Committee has decision authority over contracts, it may enlist others to review technical aspects of the proposal.
§6.1 – 2nd paragraph, 3rd sentence, eliminate "His" and start the sentence with "Duties…"
§6.2 – eliminate quotes around "security checks"
§6.2-6.3 – reference ITQA consistently, whether with or without a space
§6.3, use "an" or "the" instead of "a" as the article. Distinguish FoPT from method and analyte codes, since those are actually developed by PTPEC subcommittees and not static once created. Also, replace the second/last sentence with "Contents of the lists are maintained by the committee responsible for the list or the IT Committee."
§6.5 – recommend removing reference to "facilitates compliance with local, state, and federal laws" since that is not TNI's responsibility to assist its members with such compliance. Add "or designee" after "Secretary of TNI"
§7.0 – add a reference to §9.4, since we have a complaint process, but keep §9.4 also
§8.0 – two references for "Code of Ethics" are POL 1-102, Ethical Conduct of TNI Members (final dated 3/18/12) and POL 1-107, Membership Code of Ethics (final dated March 10, 2012.) One or both of these should be cited in this section.
§9.0 – reorder subsections to start with Continuous Improvement and end with Corrective Actions.
§9.1 -- try to eliminate some of the repetitive uses of "actions." Also, as currently written, this section on CAs is general and unenforceable – consider developing a procedure for TNI's corrective actions from the internal audits.
§9.2 – reorder by moving first sentence to become the last sentence. Consider mentioning mechanisms such as policy and SOP reviews by Policy Committee, formation of task forces, periodic strategic planning and our regular meetings, both virtual and face-to-face.
§9.3 – will be dealt with in separate meeting
§9.4 – current focus on financial processes is inappropriate, suggest wording such as "anyone who has a concern about TNI activities, actions or procedures may file…."
§10.0 – what definitions do we need in the QMP? Perhaps, add an intro line that these are provided for convenience but are taken from other TNI documents? Consider making this an appendix that can be dropped when the TNI Glossary is available. Otherwise, need to ensure that the included definitions refer to terms actually used in this QMP. For instance, "contract employee" would better be described in the body of the document, specifically §5.1 to help distinguish contracts from "staff." Terms like "unrestricted committee" and adoption and PTPA are not used in the QMP (unless in appendices.)
Section §10.0 (should be §11.0) -- Drop reference to revision of the Bylaws, should be just current version. Drop reference to EPA quality Manual, and drop the SOP references.

Material about Internal Audits will be reviewed at the May 15 Policy Committee meeting. For review of appendices, we should verify which documents are "final", since those need not be reviewed again, having already completed Policy Committee review.

3.   Next Meeting

Policy Committee will meet again on Friday, May 15, 2015, at 11 am Eastern. Documents and teleconference information and an agenda will be circulated in advance of the meeting. Unless another priority arises, we will continue reviewing the draft final TNI Quality Management Plan.

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

Attachment A

Name/Affiliation	Representing	Present
Alfredo Sotomayor, Chair Wisconsin Dept. of Natural Resources, Madison, 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	No
Silky Labie, Vice Chair Env. Lab. Consulting & Technology, LLC Tallahassee, FL elcatllc@centurylink.net		No
Calista Daigle calista.daigle@moellerinc.com	NEFAP Executive Committee	Yes
Mei Beth Shepherd mbshep@sheptechserv.com		Yes
Eric Smith ALS eric.smith@alsglobal.com	PTP Executive Committee	Yes
Bob Wyeth Retired rfwyeth@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	Yes

Attachment B

Action Items – TNI Policy Committee

	Action Item	Who	Expected Completion	Comments/ Completion
60	Send request for review of POL 5-100 to NEFAP EC	Alfredo	April 2014	?
73	Complete and transmit to PTPEC Chair a package of Policy Committee Review Forms for SOP 4-102, 4-105 and 4-107, accompanied by a note that review of the PTPEC Evaluation SOP 4-104 will be postponed pending its revision after V3&V4 of the TNI ELSS standard is completed	Alfredo	November 2014	Materials sent to AST at his new email for processing
78	Revise SOP 2-100 per committee comments and request re-vote by CSDEC	Bob	March 30	April 3, 2015 Revised SOP 2-100 reviewed and recommended for presenting to TNI Board for April meeting
79	Compile comments on all reviewed NEFAP SOPs and send to Alfredo for transmission to NEFAP Chair	Lynn	Mid-April	April 22, 2015
80	Compile list of documents relating to handling of the Code of Ethics and possible violations of that code	Lynn	With minutes	May 10, 2015

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	
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.
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
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	
10	Revise Guidance SOP 1-105 to note that a new approval request is required for updates to existing guidance products	10/3/14	
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	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)

	the organization.		