TNI Policy Committee Meeting Summary
Monday, May 20, 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.   **Review of the Final Draft Version of TNI QMP**

Although it seemed that all edits were complete by the close of the May 9 meeting, Jerry offered additional edits to the section on TNI management (section 2) that participants wanted to keep. Additionally, Ilona had provided comments on Jerry's edits, so while the QMP is considerably improved and a new "revised final draft" will be circulated for the June 3 meeting, participants were unable to complete review of the full document. At this point, no additional edits are likely, and the final review will be completed during the June 3 meeting, so that the QMP may be presented to the TNI Board at its June 8 meeting.

The changes discussed below pertain to the first draft of Jerry's revision of section 2 and a few of Ilona's later suggestions.

§2.1 – was reorganized to reflect four "program areas" with one separate section for the four core programs and another section for the administrative and support functions.

§4.2-4.3 – revised to reflect discussion and committee consensus on the change to a more generic charter with the implementation plan being the committee report at the annual meeting, and a printed directory of committee membership (with associates?) on the website.

App 2 – Comments about Appendix 2 cannot be addressed by changes at this time. Participants agreed that this should be a stand-alone document published on the TNI website, rather than "buried" in the QMP. This section is deleted from the next review draft.

Patsy asked that Committee members please review the final draft, provide comments if needed prior to the June 3 meeting, and be prepared to address any final revisions and then approve the QMP for presentation to the TNI Board of Directors at its June 8 meeting.

3.   **Next Meeting**

Policy Committee will meet again on June 3, 2016, at 11 am Eastern. Documents and teleconference information and an agenda will be circulated in advance of the meeting.

The planned review of the CSDEC style guide will be taken up as soon as the QMP is completed, with charter revisions to follow along with any needed document reviews. Other items pending Policy Committee action will be discussed and prioritized once the style guide is addressed.
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Action Items are included in Attachment B and Attachment C includes a listing of reminders.

Attachment A

Name/Affiliation	Representing	Present
Alfredo Sotomayor (ex-officio) Milwaukee Metropolitan Sewer District Milwaukee, WI asotomayor@mmsd.com	TNI Board Chair	Yes
JoAnn Boyd Southwest Research Institute, San Antonio, TX jboyd@swri.org	Lab and FSMO	Yes
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	No
Calista Daigle Dade Moeller, Inc. calista.daigle@moellerinc.com	NEFAP Executive Committee	Yes
Patsy Root IDEXX Patsy-Root@idexx.com	TNI Board Secretary	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 rfwyeth@yahoo.com	CSD Executive Committee	Yes
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	Will continue to participate until QMP review is completed, at Chair's	Yes

	invitation	

Attachment B

Action Items – TNI Policy Committee

	Action Item	Who	Expected Completion	Comments/ Completion
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	Will review at June 17 meeting
89	Prepare individualized committee self-audit checklists and circulate to individual committees	Ilona with subcommittee	Late May 2016 for preparation of checklists	Allow at least 1 month for cmte feedback to declare final documents
90	Revise QMP language about internal audits per committee discussions	Alfredo	Prior to April 15 meeting	Provided to chair and staff for preliminary review after April 15 meeting. Reviewed at May 9 meeting.
93	Send results of guidance request review to Chemistry Expert Committee and NELAP AC	Alfredo	ASAP	
94	Rework revised Charter into new format	Patsy	TBD	Revised charter distributed April 6. Template for annual implementation plan addressed in QMP now
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	Plan to present QMP to Board at June 8 meeting
100				

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	
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	