

**TNI Policy Committee Meeting Summary  
Friday, November 1, 2019**

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

Patsy welcomed everyone to the meeting. Attendance is recorded in Attachment 1. The minutes of October 11 were accepted.

**2. Planning to Activate 2019 Internal Audits for TNI Committees**

Participants discussed and agreed on the following for this year's full scale committee internal audits (IAs).

- The person conducting the internal audit (either committee chair or program administrator) will be assigned a login for the IA database. A user manual for the database is found in Appendix A of the Internal Audit SOP 1-124.
- With the expectation that program administrators (PAs) will likely perform the audits, no training (webinar) will be offered, since three PAs are already familiar with the database and the fourth has only one committee, so that PA can receive individual assistance from any of the other three.
- Jerry will place IAs on the Board agenda for November 13, at which time the PAs will be notified to complete the audits by January and enter the results into the database.
- The summary audit results can be reported in the program review (accomplishments and plans) for the various TNI programs and administrative committees.
- Word versions of the individual IA checklists exist but will not be used for the audits; only the database entries will be considered in evaluating the results. For the purpose of sharing results with committee members, Jerry will talk with William (IT Administrator) about making some form of export from the database available.

NOTE: the ANSI audit of the Consensus Standards Development Program qualifies as the 5-year external audit for that program. The expert committees may still choose to conduct internal audits this year, as last year's pilot program results were never reported.

**3. Review of LOD/LOQ Guidance GUI 3-109 to Ensure No Added Requirements**

This document has now been accepted by the NELAP Accreditation Council, and the final step in its approval is review by Policy. Jerry reviewed the next-to-last revision (dated 11/7/18) by annotating in comments on the document that every "must" or "shall" relates back to V1M4 of the standard itself, and Jerry made all of the edits to that document for the final, approved version (dated 9/24/19). For this reason, trusting that Jerry was careful not to add additional requirements, the annotated version was reviewed, and participants agreed that all requirements in the guidance document, GUI 3-109, are requirements of the standard itself, and that no new requirements were inadvertently added.

The final version will replace the earlier draft on the website.

**4. Review of Minor Revisions to the TNI Committee Operations SOP 1-101**

Discussion of the internal audit checklists identified a few minor edits that were needed to this SOP 1-101. In addition to the committee chair, "or designee" was added to section 7.2.4, for notifying new member applicants to committees, and Appendix A was modified to exempt the Finance and Nominating committees from having minutes and having a documented decision making process.

Paul moved and Mei Beth seconded that the minor revisions be approved, and the vote was unanimously in favor. This SOP will require Board approval of the revisions, and will be presented to the Board at its November meeting.

**5. Future Meetings**

The next meeting will be Friday, November 15, 2019, at 11 am Eastern. The agenda and documents will be send in advance of the meeting, as usual.

**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
Silky Labie, Vice Chair Env. Lab. Consulting & Technology, LLC Tallahassee, FL <a href="mailto:elcatllc@centurylink.net">elcatllc@centurylink.net</a>	At Large	Yes
JoAnn Boyd Southwest Research Institute, San Antonio, TX <a href="mailto:jboyd@swri.org">jboyd@swri.org</a>	Lab and FSMO	No
Calista Daigle Dade Moeller, Inc. <a href="mailto:cdaigle@amrad.com">cdaigle@amrad.com</a>	NEFAP Executive Committee	Yes
Virginia Hunsberger PA DEP <a href="mailto:vhunsberge@pa.gov">vhunsberge@pa.gov</a>	NELAP	Yes
Mei Beth Shepherd Shepherd Technical Services <a href="mailto:mbshep@sheptechserv.com">mbshep@sheptechserv.com</a>	At Large	Yes
Eric Smith ALS <a href="mailto:eric.smith@alsglobal.com">eric.smith@alsglobal.com</a>	PTP Executive Committee	No
Paul Junio Northern Lake Service, Inc. <a href="mailto:paulj@nlslab.com">paulj@nlslab.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, TNI <a href="mailto:lynn.bradley@nelac-institute.org">lynn.bradley@nelac-institute.org</a>		Yes
Ilona Taunton, Program Administrator, TNI <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	No