**TNI Policy Committee Meeting Summary**
**Friday November 20, 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.

**2.      Review of NGAB Evaluation SOP 7-100**

This SOP was last reviewed several months ago and changes have been made, including those requested by this committee and some needed to align with the resolution of Complaint #23.  The current version is approved by the workgroup and thus has provisional status and may be used as Ilona proceeds with the initial stages of the evaluations.  However, the goal is to have Board approval of the SOP prior to the scheduled site visits, which means it must be presented to the Board no later than its January 13, 2016, meeting.

Due to the limited attendance at this meeting, the Chair declined to begin review of this SOP until the next scheduled Policy Committee meeting on December 4.  Those present discussed how the timing might work and determined that all administrative actions necessary can be accomplished prior to conference in Tulsa.  It is likely that the NGAB site visit dates can then be announced at conference.

**3.      Follow-Up on Complaint #23**

Alfredo committed to delivering a formal response to this complaint prior to November 26.

**4.      Next Meeting**

Policy Committee will meet again on December 4, 2015, at 11 am Eastern.  Documents and teleconference information and an agenda will be circulated 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 |
|---|---|---|
| Alfredo Sotomayor, Chair<br>Milwaukee Metropolitan Sewer District<br>Milwaukee, WI<br>asotomayor@mmsd.com | TNI Board | Yes |
| JoAnn Boyd<br>Southwest Research Institute, San Antonio, TX<br>jboyd@swri.org | Lab and FSMO | No |
| Lynn Boysen<br>MN ELAP<br>Lynn.Boysen@state.mn.us | NELAP AC | No |
| Silky Labie, Vice Chair<br>Env. Lab. Consulting & Technology, LLC<br>Tallahassee, FL<br>elcatllc@centurylink.net | At Large | No |
| Calista Daigle<br>Dade Moeller, Inc.<br>calista.daigle@moellerinc.com | NEFAP Executive Committee | Yes |
| Mei Beth Shepherd<br>Shepherd Technical Services<br>mbshep@sheptechserv.com | At Large | No |
| Eric Smith<br>ALS<br>eric.smith@alsglobal.com | PTP Executive Committee | No |
| Bob Wyeth<br>Retired<br>rfwyeth@yahoo.com | CSD Executive Committee | No |
| Jerry Parr (ex-officio)<br>Executive Director, TNI<br>Jerry.Parr@nelac-institute.org | | Yes |
| Lynn Bradley, Program Administrator<br>The NELAC Institute (Staunton, VA)<br>lynn.bradley@nelac-institute.org | | Yes |
| Ilona Taunton, Program Administrator<br>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 |
|---|---|---|---|---|
| 82 | Provide language for NEFAP Recognition Committee to be added to NEFAP section of Appendix 3 to QMP | Ilona | By final approval of QMP | |
| 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 | By time Internal Audit development is complete | |
| 88 | Prepare prototype for the self-audit checklist – "core" checklist | Ilona w/ subcommittee as needed | For 11/6/15 Policy Cmte meeting | |
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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 | |
| 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. | | |
|---|---|---|---|
| 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 |