TNI Policy Committee Meeting Summary
Friday September 18, 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.   **Recommendations of Investigative Team Concerning Complaint #23**

Since the August 21 meeting, Alfredo appointed Steve Arms and Maria Friedman to join Silky as the assigned team to investigate this complaint. The team met twice and Silky (as team leader) provided the recommendations to Policy Committee in advance of this meeting.

The substance of the complaint, about the Non-governmental Accreditation Body (NGAB) recognition program and processes associated with that, is that the NGAB is a "core program" but not authorized by the TNI Bylaws, that the workgroup chartered to establish the program has completed its work and should be disbanded, and that the entire NGAB program should be halted until the issues are resolved and as a corollary issue, the ILAC recognitions of NGABs be acknowledged as acceptable to TNI.

In summary, the team's investigation established that NGAB is definitely not a core program for TNI, and recommends the following responses to the remedies sought by the complaint:

1.   the workgroup's function is done so that it can be disbanded,
2.   the TNI NGAB Recognition Committee (TNRC, which is presently chartered as reporting to the Board) does need a "home" in the TNI structure and that this is logically within the National Environmental Laboratory Accreditation Program (NELAP), and
3.   within NELAP, the TNRC should be associated with the Laboratory Accreditation Systems Executive Committee (LASEC) in relationship similar to that between the NELAP Accreditation Council and the TNI Board of Directors.

Participants discussed these recommendations at length, and while all agreed they are sensible and reasonable, participants recognize that to place the NGAB program within NELAP now, at the outset, would be tremendously detrimental to NELAP. Because several states believe their statutes or regulations will only permit their accreditation programs to interact with other governmental accreditation/certification programs, introducing non-governmental programs into NELAP would likely result in those several states withdrawing from NELAP in short order. Even a "dotted line" relationship between the NGAB and LASEC, similar to that between the NELAP Accreditation Council (AC) and the TNI Board of Directors, would create tremendous unease and anxiety within NELAP with potentially severe negative consequences. As a separate (but not core) program, as it stands now, all of the NELAP ABs are satisfied that the AC's mutual recognition agreement is not threatened.

Also, there are a few minor activities for which the workgroup's efforts are needed, in order to complete the documentation of processes for recognizing NGABs as accrediting environmental labs to the TNI Standard. A minor tweak of the workgroup's charter to permit these few activities to be completed, and to set a firm date for dissolving the workgroup would work satisfactorily.

The TNI General Complaint Resolution Process SOP 1-106 Rev 0.1 Section 9.6.2 directs that the team's recommendations should be forwarded to the Board, since more than one program or committee is involved. Mei Beth moved, and Eric seconded, that the team's recommendations be sent to the Board of Directors with a cover letter describing the Policy Committee's discussions and complimenting the team's recommendations. With no formal discussion, approval of this

motion was unanimous. Alfredo will create the cover memo and send it with the recommendations, in time for the October 14 Board meeting. Alfredo also declared that the investigative team can be disbanded, and thanked Silky, on the team's behalf.

3.   **Continued Discussion of Internal Audit Portion of QMP**

With no time remaining, the discussion of internal audit issues will resume at the October 2 meeting.

The meeting was closed at 12:25 pm Eastern.

4.   **Next Meeting**

Policy Committee will meet again on October 2, 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 discussions about the Internal Audit process for the draft final TNI Quality Management Plan. The Committee will prepare a list of core items that must be included in Program and Administrative Management internal audits.

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	No
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	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		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 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	Email sent to Maria August 25.
82	Provide language for NEFAP Recognition Committee to be added to NEFAP section of Appendix 3 to QMP	Ilona	By final approval of QMP	
83	Take Committee comments on Pol 3-100 back to NELAP AC, for revision	Lynn -- verbal transmission	September 2015	
84	Transmit approval of Guidance Request to Advocacy Committee	Alfredo – likely verbal affirmation	July 2015	Note that Policy will review the final
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

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