

**TNI Policy Committee Meeting Summary
Friday, July 19, 2019**

1. Welcome, Roll Call and Announcements

Patsy welcomed everyone to the meeting. Attendance is recorded in Attachment 1. The minutes of June 14 and June 21 were accepted, with a request to edit the date of the next meeting in the June 21 document.

2. Review and Approval of Revised NGAB Evaluation SOP 7-100 with Policy-requested Edits

The previously reviewed document was checked for requested revisions.

- The QA Reviewer (per NELAP SOP 3-102) will not be added
- §6.7.1 should be reworded as noted in the June 21 minutes, to read “Observe all aspects of the NGAB’s laboratory assessment, including but not limited to opening and closing meetings, interviews of laboratory staff, data review, quality systems review, etc.”
- §5.1 is missing – the text in place should be so numbered
- The page numbers in the Table of Contents should be checked for correctness in the cleaned up version
- §6.2.2.2 needs a font adjustment
- The correct application and checklist titles should be used in the definitions section.

With those corrections, Paul moved and Virginia seconded that the document be approved; the vote was unanimously in favor. The document will be submitted to the TNI Board for its review and approval in September.

3. Review and Approval of NELAP Dispute Resolution SOP 3-104

This document was given a five-year review by the NELAP Accreditation Council, with only minor changes. One participant noted that the document header lacks the usual page-width line and asked that such a line be added. With that edit, Paul moved and Eric seconded that the revised document be approved; the vote was unanimously in favor. This document will be provided to the Board for endorsement at its September meeting.

4. Review and Approval of NELAP Provisional Recognition SOP 3-108

This document was given a five-year review by the NELAP Accreditation Council, with only minor changes. Paul moved and JoAnn seconded that the revised document be approved; the vote was unanimously in favor. This document will be provided to the Board for endorsement at its September meeting.

5. Future Meetings

The next meeting will be Friday, August 16, 2019, at 11 am Eastern. The agenda and documents will be send in advance of the meeting, as usual. The August 2 meeting will be cancelled due to the conference being the following week and people needing to prepare for travel and away from their offices.

Attachment A

Name/Affiliation	Representing	Present
Patsy Root, Chair IDEXX Patsy-Root@idexx.com	TNI Board Secretary	Yes
Silky Labie, Vice Chair Env. Lab. Consulting & Technology, LLC Tallahassee, FL elcatllc@centurylink.net	At Large	No
JoAnn Boyd Southwest Research Institute, San Antonio, TX jboyd@swri.org	Lab and FSMO	Yes
Calista Daigle Dade Moeller, Inc. cdaigle@amrad.com	NEFAP Executive Committee	No
Virginia Hunsberger PA DEP vhunsberge@pa.gov	NELAP	Yes
Mei Beth Shepherd Shepherd Technical Services mbshep@sheptechserv.com	At Large	No
Eric Smith ALS eric.smith@alsglobal.com	PTP Executive Committee	Yes
Paul Junio Northern Lake Service, Inc. paulj@nslslab.com	CSD Executive Committee	Yes
Jerry Parr (ex-officio) Executive Director, TNI Jerry.Parr@nelac-institute.org		No
Lynn Bradley, Program Administrator, TNI lynn.bradley@nelac-institute.org		Yes
Ilona Taunton, Program Administrator, TNI Ilona.taunton@nelac-institute.org		Yes
Alfredo Sotomayor (ex-officio) Milwaukee Metropolitan Sewer District, WI asotomayor@mmsd.com	TNI Board Chair	No