

**Policy Committee  
Meeting Summary**

**January 15, 2021**

1. Roll Call and Minutes Review:

Patsy Root, Chair, called the meeting to order at 11am Eastern on January 15, 2021 by teleconference. The meeting was attended by 8 Committee members (see Attachment A) and 1 guest: Lynn Bradley.

The December 18<sup>th</sup> meeting minutes were reviewed. A motion was made by Paul to approve the December 18, 2020 minutes with a change to the last line of the front page – shall are equivalent. The motion was seconded by Elizabeth and unanimously approved.

2. SOP 1-102: Voting Rules for TNI Committees

The Committee restarted its review at Section 6.6.3.2.

6.6.3.3 Remove “the” in last sentence. It can be put within the minutes where it was originally discussed by noting it as an addition or it can be in the next set of minutes.

Add Notes about NELAP and NEFAP Veto process.

Correct documents in the Referenced vs Related sections.

Paul added the table for discussion. The committee decided it was similar to information already deleted in the SOP and it is not needed.

It was recommended to send the PT Program a memo asking them to follow this SOP instead of the one they sent for review and update. NEFAP and NELAP should receive a memo to review this SOP and see what they can eliminate from their current SOP. NEFAP will need to decide whether they need the Veto process.

Need to discuss effective date because all the programs will need to update their SOPs as part of implementation. This is likely a 6 month process.

The SOP will be made Provisional with a 6-month effective/implementation date.

A concern was raised about Charter updates. The Charter addresses the voting procedure. This should not delay the Charter update process. The Charters can be updated again if the new SOPs impact what is in the Charter.

Jerry would like to give the TNI Board the SOP with the memos so they can see the process.

Ilona will try to write the draft memos and finalize the SOP for vote at the next meeting. The conference is the week before the next Policy meeting so this may need to wait for the second meeting in February.

The committee took one last look at the SOP:

- Removing Paul's language affects Sections 2 and 5 with decision making rules.
  - o Section 5 may now be irrelevant. Section 5. 3. And 5.4 should be part of the procedures and 5.1 and 5.2 are more theory on decisions.
  - o Delete second sentence in Section 2. Ilona suggests the whole summary needs to be rewritten because the SOP has been changed to all procedures and theory on how to make decisions has been removed.
- Also need to delete the definition for decision making rule.
- Delete High stakes and Low stakes definition.
- Paul doesn't like the introductory language under 6.6.3. It was deleted.
- Add votes of the entire committee to intro language in Super majority vote.
- Jerry questioned the reason for 2/3 vote on membership. It was added to this list because the other way would allow 30% membership to vote.
- Should have a similar format for what is under Simple Majority and Super Majority. They are currently different.
- Ilona should try to take care of the flow and update Section 2.

### 3. SOP 3-102 – Evaluation of Accreditation Bodies

The SOP was updated to allow for remote evaluations. Steve Arms needed to do a remote evaluation for New York and wanted an SOP in place before he did it. The SOP was revised. New Hampshire was also evaluated remotely.

Ilona asked if the NGAB SOP recently reviewed by the TNI Board should be considered when reviewing this SOP. Jerry made the same comment.

Recommendation:

Section 1 - Should follow the NGAB language. Historical information in the Purpose should be removed - it is not part of the purpose.

Add Section for Related Documents and add SOP 7-100.

Lynn requested that the Policy Committee not go through the whole document because it will be re-written after the LAB Standard is finalized. Can the Committee hold their thorough review until that time.

Section 9.3 - Jerry does not think this section makes it clear that this cannot be used for a new AB applicant. Lynn has no problem adding this.

Section 7.0 second bullet - Add "in-person is required for initial evaluation of a new AB".

Section 9.6.3: Ilona asked if more information is needed to make it clear that the observation of a new AB could be remote. Make it clear that it can be done remotely. Add similar language to what is in the NGAB SOP. The Evaluation Team can decide if the remote observation is sufficient.

Lynn will revise SOP based on discussion today and notes in SOP.

#### 4. Action Items

An Action Item Summary can be found in Attachment B.

#### 5. New Business

Paul noted that another revision of SOP 2-100 (Procedures Governing Standards Development) is in the works. Policy may need to expedite the approval of this update. *(Addition: A special meeting was called on January 25, 2021 at 3:30pm Eastern to review the update to SOP 2-100. Committee members in attendance included: Patsy Root, Paul Junio, Elizabeth Turner, Silky, and Mei Beth. Bob Wyeth was in attendance as a guest. The Committee reviewed the update and recommended no changes. A motion was made by Paul to approve SOP 2-100 Rev 3.4 (Procedures Governing Standards Development) as submitted to the Policy Committee on January 22, 2021 by email. The motion was seconded by Elizabeth and unanimously approved. The special meeting concluded at 3:50pm Eastern.)*

#### 6. Next Meeting and Close

The next meeting will be held by teleconference on February 5, 2021 at 11:00am EST.

The meeting was adjourned at 12:30 pm Eastern.

Attachment A

**Participants  
TNI Policy Committee**

Members	Represent	Affiliation	Contact Information
Patsy Root, Chair <b>Present</b>	TNI Secretary (Other)	IDEXX	Patsy-Root@idexx.com
Silky Labie, Vice Chair <b>Present</b>	At Large (Other)	Env. Lab. Consulting & Technology, LLC	elcatlc@centurylink.net
JoAnn Boyd <b>Present</b>	Lab and FSMO (Lab)	Southwest Research Institute, San Antonio, TX	jboyd@swri.org
Elizabeth Turner <b>Present</b>	NEFAP (Lab)	Pace Laboratories	Elizabeth.turner@pacelabs.com
Virginia Hunsberger <b>Present</b>	NELAP (AB)	PA DEP	vhunsberge@pa.gov
Mei Beth Shepherd <b>Present</b>	At Large (Other)	Shepherd Technical Services	mbshep@sheptechserv.com
Eric Smith <b>Present</b>	PTPEC (Lab)	ALS	Eric.smith@alsglobal.com
Paul Junio <b>Present</b>	CSDP (Lab)	Northern Lake Service, Inc.	paulj@nlslab.com
Jerry Parr (ex- officio) <b>Present</b>	Executive Director	TNI	Jerry.parr@nelac-institute.org
Alfredo Sotomayor (ex-officio) <b>Absent</b>	TNI BoD, Chair	Milwaukee Metropolitan Sewer District	asotomayor@mmsd.com
Ilona Taunton <b>Present</b>	Program Administrator	TNI	Ilona.taunton@nelac- institute.org

Attachment B: Policy Committee Action Item Summary

	Task Description	Document Number	TNI Contact	Committee Contact	Start Date	Complete Date	Communication	Notes
1	Email policy/SOP	POL 1-121 or SOP 1-114	Jerry/William	Jerry	4/5/19			Jerry to draft document
2	update SOPs 1-100 and 1-116		Jerry/lynn		10/4/19			revise file naming requirements to accommodate PowerDMS
3	Review PTPEC Complaint SOP	SOP 4-102	Eric		12/6/19	12/6/19	PTPEC resubmitted revised version on 4/13/20.	Revisions need to be reviewed and approved by Policy Committee.
4	Review NEFAP COI	SOP 5-107			12/6/19	12/6/19	pending presentation to Board, likely in March	NEFAP EC agrees with minor edits 1/3/20
5	Review NEFAP Nominating SOP	SOP 5-103	Ilona		12/6/19	1/3/20		comments returned to NEFAP EC 1/12/20
6	Discuss CA process for Internal Audits		Ilona		1/17/20	1/17/20	Ilona to request database modifications. Done.	agreed upon revisions will be added to SOP 1-124
7	Review IT SOP 1-109 revisions		MeiBeth/Jerry		4/3/20		Policy to send new edits to SOP for review.	4/3/20:Reviewed through Section 5. 4/17/20: Review completed and final edits to SOP sent to MeiBeth on 4/17/20.

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8	Review Revised IA SOP	SOP 1-124	Ilona		2/21/20	3/6/20		Updated SOP approved. Waiting for database to be updated before Appendix A can be finalized with new screen shots. Once complete - send to BoD.
9	Review Application and Membership SOP.	SOP 1-125	Ilona		3/6/20	4/17/20		Scheduled for final review on 4/17/20. 4/17/20: SOP approved. Send to Jerry for Board review.
10	Review IA memo.		Ilona		3/6/20	3/6/20		No changes requested. Needs to be sent as soon as database updates are complete. Sent out to Chairs and PAs on 4/6/20.
11	"LAMS", "Method compendium" and "Method Repository" need to be added to glossary.	SOP 1-109	Paul		4/3/20	4/3/20	Paul to handle request in CSDP.	
12	Update SOP 1-101	SOP 1-101	Paul		5/1/20	8/7/20		SOP 1-101 needs to be updated to reflect changes in TNI procedures. Review started on 5/1/20. Further reviewed on 6/19/20. SOP final approval on 8/7/20.
13	Review PTPEC revised SOP.	4-102			5/1/20	5/1/20		Approved by Policy. TNI Board had no comments. Post as final.

14	Review PTPEC revised SOP.	4-105			5/1/20	11/6/20		<p>Approved by Policy. Sent to Board, but wrong SOP was attached to Agenda. Will be resent for June meeting.</p> <p>Jerry found issue in SOP: There is no such thing as a full quorum, and he was also concerned that VETO may not be relevant to PT.</p> <p>The SOP was sent back for PTPEC to reconsider.</p> <p>6/18/20: PTPEC resubmitted an update.</p> <p>10/30/20: Reviewed and will be sent back to PTPEC after Policy makes decision on voting processes for TNI.</p> <p>11/6/20 – Comments finalized and sent to Eric Smith for update.</p>
15	Review PTPEC revised SOP.	4-107			5/1/20			Waiting for update from the PTPEC.
16	Review PTPEC new SOP.	4-108			5/1/20	5/1/20		Approved by Policy. Sent to Board, but wrong SOP was attached to Agenda. Will be resent for June meeting.
17	Write TNI Content Management SOP or Policy.		Jerry Parr					Need mentioned during CSDP SOP Subcommittee meeting.
18	Review and update Policy SOP to address protection of FoPT tables and other documents against	SOP 1-104						Taken from Policy Committee minutes 8/16/19.

	unauthorized changes.							
19	Operations of TNI Board of Directors – SOP needs to be drafted (SOP-1-101 refers to this document.)	Discuss regarding need. Does bylaws need to be referenced instead.						
20	Review of CSDP revised SOP.	2-100			5-15-20	6-5-20	Final SOP sent to Bob Wyeth and posted on DMS.	6-5-20: The review was completed by Policy on 6-5-20. Paul will work with CSDP to update the SOP this week so Policy can do a final review of the changes. 6-12-20: SOP completed and approved by Policy. The SOP went through additional reviews in response to ANSI review (7/31/20) The final version approved was SOP 6-100 Rev 3.3 on 8-21-20. Paul to provide follow-up on need for abstention procedures. 9-4-20: SOP 1-102 will be updated to include procedures.  ANSI requested additional updates that were approved by Policy on 1/25/21. This became Rev 3.4.
21	Review of NEFAP revised SOP.	5-104	Ilona	Elizabeth	9-4-20			9-4-20: Review other program procedures and see if a consistent approach is possible. 9-18-20: Review completed and sent back to NEFAP EC for update.



22	Review of new SSAS SOP.	6-100	Ilona	Sheri Heldstab	8-21-20	9-4-20		8-21-20: Reviewed through section 5.6.6. 9-4-20: Review completed and SOP approved.
23	Glossary							
24	Review of new SOP.	3-114						Implementation Guidance SOP.
25	Review of revised SOP.	3-105						SIR Management SOP – Hold on review as per Lynn Bradley on 8/27/20. Further updating is needed. 10/22/20: Received updated version to review. 11/14/20: Hold SOP for another change.
26	Review of revised SOP.	2-101			6-12-20	6-19-20	Final SOP sent to Bob Wyeth and posted on DMS.	Expert Committees 6-12-20: Ended review on Section 10.1. 6-19-20: Completed and finalized SOP. Placed on DMS.
27	Revise SOP.	1-101			6-19-20	8-7-20		Review complete. Formatting needs to be updated.
28	Review of revised SOP.	3-103	Lynn Bradley		8-7-20	8-7-20		Recommendations sent to LASEC.
29	Review Training Committee Charter		Ilona Taunton	Calista Daigle	8-21-20	8-21-20		The charter was approved with minor recommendations.
30	Review of revised SOP.	3-102	Lynn Bradley					Evaluation of ABs SOP. Updated for remote evaluations. Policy reviewed the SOP on 1/15/21 and submitted comments in the SOP to Lynn on 1/15/21.

31	Review Internal Audit Checklists		Ilona Taunton	All Committees				
32	Update SOP to expand voting rules section.	SOP 1-102	Jerry Parr Ilona		10/30/20			10/30/20: Review started, but stopped. Need Jerry's input. 11/6/20: Reviewed. 11/20/20: Reviewed. 12/18/20: Reviewed. 1/15/21: Reviewed – Ilona to make additional updates prior to final vote.
33	Confirm Strategic Plan has been published and request updated Charters.	Committee Charters	Jerry Parr			12/18/20		Discussed 9/4/20. Jerry confirmed it is on TNI Board site. 11/20/20: Confirm Jerry has added NEFAP strategic Plan to published version. 12/18/20: Jerry noted he will complete this. Completed.
34	Send memo to Chairs and PAs to work on updated Charters.	Committee Charters	Ilona	Ilona	11/17/20			DRAFT sent with 11/20/20 Agenda. DRAFT to be update for review on 12/4/20.
35	Send memo to Chairs, PAs and William on Internal Audit Schedule.		Ilona	Ilona	11/17/20	11/20/20		DRAFT sent with 11/20/20 Agenda Letter finalized and will be sent to Chairs and Program Administrators.
36	Review of revised SOP.	SOP 7-100-Rev3		Ilona	11/8/20	11/20/20		SOP updated with remote/virtual procedures. High Priority. Approved on 11/20/20.
37	Review of revised SOP	SOP 7-100 Rev 4	Jerry	Ilona	12/18/20	12/18/20		The SOP was updated and approved by Policy. The TNI Board approved it 1/13/20. It has been posted on DMS.
38	Revise SOP on SOPs	SOP 1-100			12/18/20	12/18/20		The SOP was updated and approved by Policy. The TNI

								Board approved it 1/13/20. It has been posted on DMS.
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