

Policy Committee Meeting Summary

November 20, 2020

1. Roll Call:

Patsy Root, Chair, called the meeting to order at 11am Eastern on November 20, 2020 by teleconference. The meeting was attended by 4 Committee members (see Attachment A) and 2 guests: Lynn Bradley and Robert Wyeth.

The November 6, 2020 meeting minutes were reviewed. A motion was made by Paul to approve the November 6, 2020 minutes as written. The motion was seconded by JoAnn and unanimously approved.

2. SOP 1-102: Decision-Making Rules for TNI Committees

Paul shared the document on Webex and showed the edits he made. The Committee continued to edit the document.

Section 4:

- May need to include “director” and “representative” to definitions to cover TNI Board and NELAP AC where members are not committee members. Paul added a line to clarify this in the Summary: For the purposes of this SOP, references to Committee members also refers to Directors (TNI Board of Directors) or Accrediting Body (AB) representatives (NELAP AC).
- Delete “enthusiastic support” report from definitions.
- Definitions of Simple Majority and Super Majority: Need to delete info on voting. It is part of process and will be discussed below.

Section 5:

- Remove “enthusiastic support” paragraph.
- 5.1 – Add: Decision-making rules are found in the Charter of each committee, but exceptions are allowed.
- 5.3 – Make it clear a quorum must be reached to make any decisions. Should information of a minimum of 3 members be in the definition? Review again at end.
- 5.4 – Change to: In the absence of a quorum, the Chair may declare an email vote.

Section 6:

- This section needs to include a description for how to email vote.
- Section 6.1 – Modify to: Committees shall document the votes they make in meeting minutes. When votes are made, the motion, the originator, and the member seconding the motion shall be clearly stated in the minutes.

- Section 6.2 – Modify to: An abstention is not the same as a “no” vote. If an abstention occurs, the total number of votes that are capable of being cast decreases by the number of abstentions that were cast.
- Additional discussion:
 - o Table conversation on this SOP.
 - o Need to see if 2/3 have to be present to start a vote involving a Super Majority.

The Committee will continue review of Section 6 and the table Paul added for discussion.

3. DRAFT Letters for Charter Reviews and Internal Audits

The DRAFT letter for reviewing and updating Charters was reviewed.

Changes:

- o Due March 30, 2020.
- o The TNI Board will review each Committee’s 2021 plan and then Charters can be updated.

Iлона will update the letter for final approval at the next meeting.

The DRAFT letter for delaying internal audits was reviewed. There was agreement to send it out as written. Where there are two-year audit items, these should be audited this year too.

4. SOP 7-100 (Evaluation of Non-Governmental Accreditation Bodies (NGAB) for Accrediting Environmental Laboratories under Recognition by The NELAC Institute (TNI))

Track changes in this SOP were reviewed for approval. There were a few additional editorial changes made to change AB to NGAB in some of the added language.

Paul made a motion to approve SOP 7-100 as received with the agenda with the additional editorial changes. The motion was seconded by Silky and unanimously approved.

5. Action Items

An Action Item Summary can be found in Attachment B.

6. New Business

None.

7. Next Meeting and Close

The next meeting will be held by teleconference on December 4, 2020 at 11:00am EST..

The meeting was adjourned at 12:34 pm Eastern.

Attachment A

**Participants
TNI Policy Committee**

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

	Task Description	Document Number	TNI Contact	Committee Contact	Start Date	Complete Date	Communication	Notes
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.
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.
31	Review Internal Audit Checklists		Ilona Taunton	All Committees				
32	Update SOP to expand voting rules section.	SOP 1-102	Jerry Parr		10/30/20			10/30/20: Review started, but stopped. Need Jerry's input. 11/6/20: Reviewed. 11/20/20: Reviewed.
33	Confirm Strategic Plan has been	Committee Charters	Jerry Parr			11/9/20		Discussed 9/4/20.

