

**Policy Committee
Meeting Summary**

December 18, 2020

1. Roll Call:

Patsy Root, Chair, called the meeting to order at 11:05am Eastern on December 18, 2020 by teleconference. The meeting was attended by 5 Committee members (see Attachment A) and 2 guests: Lynn Bradley and Bob Wyeth.

The December 4th meeting minutes were reviewed. A motion was made by Elizabeth to approve the December 4, 2020 minutes as written. The motion was seconded by Mei Beth and unanimously approved.

Patsy commented that the Consent Agenda the Board is doing might be helpful for this Committee too. Maybe look at acclimation. The Chair has the option to accept by acclimation without needing a motion/vote. Maybe look at these options in the new year.

2. Charter Update

The Committee reviewed the update letter and made some editorial changes. Jerry preferred to use the term Goals and Objectives instead of plans. The letter is ready for distribution.

Jerry will take care of updating the Strategic Plan.

The link in the memo worked.

3. SOP 1-100: Format Guidelines for Standard Operating Procedures (SOPS) of The NELAC Institute (TNI)

The Committee is reviewing this SOP because Sections 13 (Related Documents) and 15 (Referenced Documents) of the SOP are not being implemented consistently.

Patsy commented that if you put something in the body of the text, it is a reference.

SOP 1-100 needs to be made clear. Paul, Eric, Mei Beth and Patsy think Policy has been doing it correctly. Need to make an update to Section 13. "Intimately linked" is confusing.

The Committee also decided to add a definition for "must" given the recent concern raised that "must" and "shall" are not equivalent according to the legal system.

Definition: Denotes activities, procedures, or elements from which no deviation is allowed and is synonymous with shall.

Changed Section 13.1 to: Materials that were important to the development of the SOP but are not directly referenced in the text of the SOP.

Changed Section 15 to: This section shall list any sources quoted or cited in the SOP.

The documents were appropriately referenced in the SOP and a few editorial changes were made.

A motion was made by Mei Beth to approve the update to SOP 1-100 as described above. The motion was seconded by Eric and unanimously approved.

Ilona will clean-up headers and formatting to finalize the SOP and post it on DMS and prepare it for TNI Board of Directors review.

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

The SOP was presented to the TNI Board of Directors and there were a number of concerns expressed about initial evaluation of a new NGAB and use of remote evaluations. There were some editorial changes requested too.

Section 1: Add information about this procedure not being relevant to NELAP ABs: This SOP does not apply to the evaluation to National Environmental Laboratory Accreditation Program (NELAP) ABs that are part of governmental agencies.

Section 2: OK

Section 3: Need to flip what is in related to references. Also add SOP 3-102 – Evaluation of Accreditation Bodies.

Section 4: OK

Section 5: OK

Section 6:

Section 6.4 – Substantial concept change. Policy made some editorial changes - finalized as: This portion of the evaluation may be conducted either in person or remotely using technologies that make document-sharing, conversation and video available as needed. For an initial application, a nationally or internationally recognized NGAB may submit their most recent evaluation report to demonstrate compliance with ISO/IEC 17011. Where conformance to ISO/IEC 17011 is demonstrated in the report, the NGAB may be

evaluated remotely. For all other applicants, a direct (in-person) evaluation is required for the initial application.

Section 6.6 – Major rewrite: For an observation of an assessment performed remotely, if the ET cannot determine if the NGAB’s staff carries out laboratory assessments in accordance with the Standard, the ET may determine that a direct (in-person) observation of an on-site assessment by the NGAB’s staff is required. The NGAB will be responsible for associated expenses for observation of an on-site laboratory assessment.

Section 6.15 – OK

There were some additional editorial changes.

A motion was made by Mei Beth to approve the update to SOP 7-100 as described above. The motion was seconded by Elizabeth and unanimously approved.

Ilona will clean-up headers and formatting to finalize the SOP and post it on DMS and prepare it for TNI Board of Directors review.

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

Section 6.6.2 – Change to: A committee member may vote “for” or “against”, or may abstain from voting.

The Committee concluded its review at 6.6.3 and will finish up the SOP at the next meeting.

6. Action Items

An Action Item Summary can be found in Attachment B.

7. New Business

None.

8. Next Meeting and Close

The next meeting will be held by teleconference on January 15, 2020 at 11:00am EST.

The meeting was adjourned at 12:27 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 Absent	At Large (Other)	Env. Lab. Consulting & Technology, LLC	elcatlc@centurylink.net
JoAnn Boyd Absent	Lab and FSMO (Lab)	Southwest Research Institute, San Antonio, TX	jboyd@swri.org
Elizabeth Turner Present	NEFAP (Lab)	Pace Laboratories	Elizabeth.turner@pacelabs.com
Virginia Hunsberger Absent	NELAP (AB)	PA DEP	vhunsberge@pa.gov
Mei Beth Shepherd Present	At Large (Other)	Shepherd Technical Services	mbshep@sheptechserv.com
Eric Smith Present	PTPEC (Lab)	ALS	Eric.smith@alsglobal.com
Paul Junio Present (phone)	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. 12/18/20: Reviewed.

33	Confirm Strategic Plan has been published and request updated Charters.	Committee Charters	Jerry Parr			11/9/20		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.
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.