

## **Policy Committee Meeting Summary**

**February 5, 2021**

### 1. Roll Call and Minutes Review:

Patsy Root, Chair, called the meeting to order at 11am Eastern on February 5, 2021 by teleconference. The meeting was attended by 5 Committee members (see Attachment A).

The January 15th meeting minutes were reviewed. A motion was made by Silky to approve the January 15, 2021 minutes as written. The motion was seconded by Elizabeth and unanimously approved.

### 2. TNI Annual Report

Jerry worked on a summary of Policy Committee accomplishments and found the Action table difficult to follow. Ilona will make the following changes to the table:

- Add a column to the table to check that the SOP is final and loaded in DMS.
- Add the title of the SOP to the third column.
- When an SOP is reviewed by Policy, a complete date is put in the complete column. We will now reserve the complete date for when it is completely final and posted on DMS. If it is sent back to a committee for revision, "Waiting for resubmittal" is placed in the Complete Date column.

Jerry shared goals he pulled together for Policy:

#### **2021 Objectives**

- Continue to develop and/or approve the policies or SOPs.
- Review updated Charters based on strategic plan.

### 3. SOP 3-114: Implementation Guidance: Preparation and Approval

These are developed when the Standard is clear on what needs to be done, but people still have questions about implementation. Not all guidance needs to start as a submitted SIR.

Suggested title change: Preparation and Approval of Implementation Guidance for the Laboratory Standard

Section 1.1: It is not a document. It is a posting on the website. No numbers and revision numbers. Remove IG - no need for acronym.

Section 1.2 - Remove “documents”. Shouldn’t they all be based on specific sections of the Standard?

Section 1.3 - Remove “documents”. Capitalize . Remove notion of complete control and change it to “manages the process”.

Section 2 - Recommend changes:

The goal of implementation guidance is to describe a best practice in the industry to meet the requirement being addressed.

An IG document may originate within LASEC as a way of addressing a Standard Interpretation Request (SIR) that does not meet the requirements of a valid SIR as described in LASEC’s SIR Management SOP 3-105.

Any TNI member or committee may originate creation of an IG by proposing a topic to LASEC, and LASEC will review the concept and assign an appropriate group to draft the implementation guidance. A completed IG document is submitted to LASEC for final approval and publication on the TNI website.

Section 3 - OK

Section 4 - Definitions

4.1 - not same as glossary

4.3 - not same as glossary

Other issues too. Please review definitions and compare to glossary. Paul will supply glossary definitions by inserting them into the DRAFT SOP that Ilona can send Lynn.

4.1 needs to be expanded. They don’t just come from SIR process. Post definition seems to come from SOP 3-105.

Section 5.0 - Procedure

5.1 This is in conflict with definition in 4.1. There is no description of how the implementation guidance numbers are assigned.

5.1.2 - OK

5.1.3 - OK

5.1.4 - Question whether page length is how you decide. Shouldn’t it be based on the definitions. This section should be deleted.

5.2

5.2.1 - Change “with” to “as”. Additional rewording paragraph suggested: xxx

5.2.2 – Add: or LASEC SIR Subcommittee will

5.2.3 – Change to something like: IG responses are categorized by subject matter or topic within the standard. They include the question, as posed by the submitter, as well as an answer addressing the question. The answer may contain some background information

and be further supported by references to the appropriate sections of all standards in use (if more than one is applicable).

5.2.4 - Go to Chair and Program Administrator.

5.2.5 - OK

5.2.6 - Post to TNI website.

5.2.7 - OK

6.0 - How is this all being tracked? Needs to be added to SOP.

Ilona will wait for information from Paul Junio about definitions before sending back to Lynn Bradley.

#### 4. SOP 4-107: FoPT Table Management

Section 3 - Put SOP number first.

Section 4 - Last line of definition should be in the body of the SOP - not in definitions.

Section 5.0 - There may not be a “regulatory” need. Delete. Just based on need. Depends on the need of a sponsor.

Bullet 3 - TNI Analyte code - not TNI.

Change all WETT to WET.

Analyte - Defined via the footnotes? No longer done. Update as needed.

The review of this SOP will be continued at the next Policy meeting.

#### 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 February 19, 2021 at 11:00am EST.

The meeting was adjourned at 12:32 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>Absent</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>Absent</b>	At Large (Other)	Shepherd Technical Services	mbshep@sheptechserv.com
Eric Smith <b>Absent</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 2021

	Task Description	Document Number	TNI Contact	Committee Contact	Start Date	Complete Date	SOP Posted	Communication	Notes
1	Email policy/SOP	POL 1-121 or SOP 1-114	Jerry/ William	Jerry					Jerry to draft document
2	update SOPs 1-100 and 1-116		Jerry/ lynn						revise file naming requirements to accommodate PowerDMS
4	Review NEFAP COI	SOP 5-107: NEFAP COI			12/6/19				NEFAP EC agrees with minor edits 1/3/20 This still needs to be posted on DMS. Lynn has copy?
5	Review NEFAP Nominating SOP	SOP 5-103: TNI NEFAP Nominating Committee Procedure	Ilona		12/6/19	Waiting for resubmittal.			comments returned to NEFAP EC 3/1/20
7	Review IT SOP 1-109 revisions	SOP 1-109: Establishing, Validating, and Maintaining Analyte and Method Codes	MeiBeth/Jerry		4/3/20	Waiting for resubmittal.			4/3/20:Reviewed through Section 5. 4/17/20: Review completed and final edits to SOP sent to MeiBeth on 4/17/20.
8	Review Revised IA SOP	SOP 1-124: TNI Internal Audits	Ilona		2/21/20				Updated SOP approved by Policy on 3/6/20. Waiting for database to be updated before Appendix A can be finalized with new screen shots. Once complete - send to BoD.

	Task Description	Document Number	TNI Contact	Committee Contact	Start Date	Complete Date	SOP Posted	Communication	Notes
14	Review PTPEC revised SOP.	4-105: PT Program Executive Committee Voting Process			5/1/20	Waiting for resubmittal.			Approved by Policy. Sent to Board, but wrong SOP was attached to Agenda. Will be resent for June meeting. 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. The SOP was sent back for PTPEC to reconsider. 6/18/20: PTPEC resubmitted an update. 10/30/20: Reviewed and will be sent back to PTPEC after Policy makes decision on voting processes for TNI. 11/6/20 – Comments finalized and sent to Eric Smith for update. 1/15/21 – Voting SOP for TNI is just about done. May replace this SOP.
15	Review PTPEC revised SOP.	4-107: FoPT Table Management			5/1/20				Waiting for update from the PTPEC. PTPEC sent update and it is on review schedule. 2/5/21: Policy started review of update.
17	Write TNI Content Management SOP or Policy.		Jerry Parr						Need mentioned during CSDP SOP Subcommittee meeting.

	Task Description	Document Number	TNI Contact	Committee Contact	Start Date	Complete Date	SOP Posted	Communication	Notes
18	Review and update Policy SOP to address protection of FoPT tables and other documents against unauthorized changes.	SOP 1-104: Control of TNI Documents							Taken from Policy Committee minutes 8/16/19. Put on Policy Agenda 2/19/21.
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.	Jerry Parr	Jerry Parr					
21	Review of NEFAP revised SOP.	5-104: TNI NEFAP Complaint, Recognition Reconsideration and Dispute Resolution Procedures	Ilona	Elizabeth	9-4-20	Waiting for resubmittal.			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.
23	Glossary – How should this be controlled?								
24	Review of new SOP.	3-114: Implementation Guidance Preparation and Approval			2/5/21	Waiting for resubmittal.			Implementation Guidance SOP. Review started 2/5/21. Review completed 2/5/21. Paul added notes on definitions to the reviewed



	Task Description	Document Number	TNI Contact	Committee Contact	Start Date	Complete Date	SOP Posted	Communication	Notes
									SOP. Ilona sent SOP and notes to Lynn on 2/16/21.
25	Review of revised SOP.	3-105: Standard Interpretation SOP							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.
28	Review of revised SOP.	3-103: NELAP Accreditation Bodies Standards Review and Acceptance	Lynn Bradley		8-7-20	Waiting for resubmittal.			Recommendations sent to LASEC.
30	Review of revised SOP.	3-102: Evaluation of Accreditation Bodies	Lynn Bradley		1/15/21	Waiting for resubmittal.			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: Voting Rules for TNI Committees	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.

