

Policy Committee Meeting Summary

March 5, 2021

1. Roll Call and Minutes Review:

Patsy Root, Chair, called the meeting to order at 11am Eastern on March 5, 2021 by teleconference. The meeting was attended by 6 Committee members (see Attachment A).

The February 5, 2021 meeting minutes were reviewed. A motion was made by Paul to approve the January 15, 2021 minutes as written with the correction of a typo in Section 3 (spelling of remove). The motion was seconded by Elizabeth and unanimously approved.

2. TNI Documents

Many of our committee members cannot use DMS, there has been trouble using it for standards development and it turned out that it didn't make it easier for William to move documents. TNI has decided to go back to using Dropbox for document storage instead of DMS.

After discussion with Patsy and Ilona, Jerry decided not to have an SOP or Policy on how to use Dropbox. Instead, Jerry created a User Guide. There are 14 people that will have access to the Dropbox folder: Staff, Board Chair, Policy Chair and Vice Chair, Advocacy Chair, LASEC Chair and CSDP Chair.

Eric asked if the Chair to the PTPEC needs access. If you add PTPEC, you'd need to add NEFAP EC and possibly others. Ilona didn't see the need because they don't need the folders for their normal use like Paul and Maria. Mei Beth noted that as a Chair of a Committee she would not want access. The Program Administrator's have access to the SOPs and Policies and these should also be on the TNI website for Chair access. Leave list as is.

Jerry will not be putting the date in the file name of the tracking table that is stored in Dropbox. There is a cell to update the date in the spreadsheet itself instead. Ilona noted that it may be a problem to only save one copy of the document tracking spreadsheet. Maybe still save with date so there is a back-up if needed. Jerry will look into what Dropbox archives to see if there is any need for an additional back-up.

There are lines shaded mauve with no document because it hasn't been created yet.

SOP 1-109 (Establishing, Validating, and Maintaining Analyte and Method Codes and Publishing Methods in TNI's Method Repository) is ready to come back to Policy.

The new spreadsheet will be in Dropbox and will be reviewed at each meeting. Need to add it to the agenda each meeting.

Jerry did a lot of document clean-up too. There were issues with many documents - wrong cover pages, drafts that hadn't been published, hard to see variations of the document, etc ... Moving to Dropbox will help with much of this.

Iлона suggested adding FoPTs to the naming conventions in SOP 1-116 (Development and Approval of TNI Policies and SOPs). There was agreement that this SOP needs to be updated.

Mei Beth is concerned that not every row is being updated. Need to explain what latest version date means.

SOPs and Policy's that committees review and decide don't need an update still need to have the date of the last review updated. Committees are asked to send a copy of the SOP or Policy with the updated review date to the Policy Committee.

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

Does SOP 1-101 (Operation of TNI Committees) need to add the note that is in 2-101 (Procedures for Expert Committee Operations) about who voting members are?

SOP 1-101 and 2-101 should be pointing to SOP 1-102 not SOP 1-125 (Committee Application and Membership Tracking Procedures).

The Committee reviewed the changes Iлона made to the SOP since the last meeting on 2/5/21.

A motion was made by Paul Junio to approve SOP 1-102 as sent to the Committee by email 3/5/21 with the editorial changes made today (e.g., delete reminders at the end of the SOP). The motion was seconded by Eric Smith and unanimously approved.

The DRAFT memo will be used during the Board meeting instead. It will be reworded into a Board agenda item.

4. Charter

Change due date of charters to May 6, 2021 so it can be ready for the Board on May 12, 2021.

Policy will need to review all of them on May 7th.

5. SOP 1-104: Control of TNI Documents

This came up for an update because of the review of a PTPEC SOP regarding FoPT tables. We need to include FoPT control to this SOP.

6. Action Items

An Action Item Summary can be found in Dropbox.

7. New Business

Ilona asked where to prioritize SOP 1-101 changes. Do after SOPs 1-104 and 1-116.

8. Next Meeting and Close

The next meeting will be held by teleconference on March 19, 2021 at 11:00am EST.

The meeting was adjourned at 12:26 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 Present	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	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