

Policy Committee Meeting Summary

April 17, 2020

1. Roll Call:

Silky Labie, Vice-Chair, called the meeting to order at 11:07am Eastern on April 17, 2020 by teleconference. The meeting was attended by 6 Committee members – see Attachment A. Guest: Robert Wyeth.

The April 3, 2020 minutes were distributed for review by email. A motion was made by Paul to approve the April 3, 2020 minutes as written. The motion was seconded by Virginia and unanimously approved.

2. SOP 1-125 – Committee Application and Membership Tracking Procedures

Ilona updated SOP 1-125 after the last meeting and distributed it for comment by email. Editorial comments were received from Virginia, Jerry, and Robert Wyeth (Program Administrator, CSDP) and these changes were updated in the SOP. Additional comments for consideration were made by Eric and Robert Wyeth. The following changes were made:

- The definition of Stakeholder was updated based on a new definition just added to the glossary.
- Section 5.2.3.3 – Add note to make ANSI requirement clear.
- Added Section 5.2.6.1: If a committee member is moved from an associate member to a voting member or vice-versa, the membership status is updated (see Section 5.2.5) and the date the new status occurred is entered into the “Membership Status Comments” field.

A new copy of SOP 5-125 reflecting the three changes above was sent to the Committee for final review at today’s meeting. One additional change was requested by Jerry to add “Voting Membership” to Section 1.

There was discussion of whether a Voting Member’s status needed to change if they later became an Associate Member. It was concluded that this was not necessary because the PA’s and Chairs track Associate Member Status differently. The main purpose of this SOP is to track Voting Membership.

SOP 1-125 was approved at the April 3, 2020 meeting with a note to share it with missing committee members and Robert Wyeth. Substantial changes were recommended, so it was agreed that this approval needed to be rescinded. A motion was made by Paul to

rescind the approval of SOP 5-125 on April 3, 2020. The motion was seconded by Virginia and unanimously approved.

A motion was made by Paul Junio to approve SOP 5-125 sent by email on April 14, 2020 with the additional change in Section 1. The motion was seconded by Virginia and unanimously approved.

A Provisional version of the SOP will be posted in DMS and sent to Jerry for presentation to the Board of Directors in May.

3. SOP 1-109: Establishing, Validating, and Maintaining Analyte and Method Codes and Publishing Methods in TNI's Method Repository

The review restarted at Section 6.

Section 6:

The issue is that labs have to pick the right one or they fail their PT. Multiple options for the method can be confusing. Most think that labs have resolved this. In the meantime, multiple numbers will be needed.

Silky: If a lab reports the number incorrectly, what happens to the lab? Eric said if a lab fails, there isn't a second chance. He's never been allowed to make an edit to a PT report.

No changes.

Section 7:

- Should be PTP Executive Committee.
- Need to work on wording. A notice of intent is sent to the database administrator, NELAP AC, LASEC, NEFAP EC, PTPEC. Delete other language dealing with the expert committees, PTPAs and PT Providers. The following wording is suggested for the first paragraph:

If a request to modify or retire a method or analyte code is received it will be brought to the IT committee. The database administrator works with the appropriate parties to define the changes needed to the method or analyte codes. If the analyte or method code is included in a PT Table, the PTPEC must be included in the discussion. When a change has been decided upon, a notification of intent is issued. Modifying or retiring codes requires that the notification of intent be sent to the NELAP Accreditation Council, LASEC, NEFAP Executive Committee, and PTP Executive Committee. The notification of intent will include an issued date, a recommended implementation date, and a targeted comment date (e.g. within 30 days of the issue date). The notice will also be posted on the TNI website. Comments may be submitted to the IT committee for consideration within 30 days of the notice issue date.

- The last sentence of the second paragraph needs work too. There is reference to Expert Committee. It was decided to delete the sentence.

Section 8:

- Delete text at end of sentence in 8.2 – Method. Similar deletion to other fields with similar language. Add to 8.1: Data is modified following the requirements of Section 7.
- Section 8.3: Remove last sentence in “Analyte”.
- Eric - There needs to be some naming consistency so it minimizes issues with FoPT table.

Section 9:

- Remove “will”. Editorial.

Paul will send the edited version of the SOP to Mei Beth for the IT Committee to consider. The notes above expand on the changes made to the SOP. Mei Beth will provide an update of the SOP for the Policy Committee to consider for finalization.

4. Action Items

An Action Item Summary can be found in Attachment B. Ilona reviewed the new items added to the table.

5. New Business

None.

6. Next Meeting and Close

The next meeting will be held by teleconference on May 1, 2020 at 11:00am Eastern.

The meeting was adjourned at 12:28pm Eastern.

Attachment A

Participants

TNI

Proficiency Testing Program Executive Committee

Members	Represent	Affiliation	Contact Information
Patsy Root, Chair Absent	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 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

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	TBD					SOP 1-101 needs to be updated to reflect changes in TNI procedures.
13	Review PTPEC revised SOP.	4-105						
14	Review PTPEC revised SOP.	4-107						

	Task Description	Document Number	TNI Contact	Committee Contact	Start Date	Complete Date	Communication	Notes
15	Review PTPEC new SOP.	4-108						
16	Write TNI Content Management SOP or Policy.		Jerry Parr					Need mentioned during CSDP SOP Subcommittee meeting.
17	Review and update Policy SOP to address protection of FoPT tables and other documents against unauthorized changes.	SOP 1-104						Taken from Policy Committee minutes 8/16/19.