Policy Committee
Meeting Summary

April 3, 2020

1. Roll Call:

   Patsy Root, Chair, called the meeting to order at 11:05am Eastern on April 3, 2020 by teleconference. The meeting was attended by 4 Committee members – see Attachment A.

   The March 6th meeting minutes were distributed by email for review. A motion was made by Paul to approve the March 6, 2020 minutes with a change of "lead" to "led" in Attachment A – Section 7.1.3.1.1. The motion was seconded by Mei Beth and there was no additional discussion. The motion was unanimously approved, and the minutes will be posted on the TNI website.

   The Committee did not meet on March 20, 2020.

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

   Ilona provided a DRAFT of a new SOP outlining committee application and membership tracking procedures. The Committee reviewed the SOP using Webex for screen sharing.

   Patsy pulled the document up in simple mark-up. Ilona pointed out the comments in the track changes regarding affiliate members. There was a note from the previous meeting to add more information in this SOP about Affiliate members, but it makes more sense to consider adding this information to SOP 1-101 when it is updated. There was agreement that the information belongs in SOP 1-101.

   Additional Changes:
   Section 3: Italicize the document text.

   Attachment 1: Delete the numbers. They are no longer needed.

   Attachment 1: Added PT Expert Committee in parentheses to make it clear this is relevant to that committee. Handled similar to SSAS.

   Section 6: There was agreement that only SOP 1-101 should be added to References. SOP 1-101 refers to all the committee related documents in TNI.

   Silky motioned to approve SOP 1-125 with the four changes noted above and to the Committee on 4-3-20. The motion was seconded by Paul and unanimously approved.

The SOP will be forwarded to all Policy Committee members and Bob Wyeth for any further comments.

(Addition: Substantive comments were received on SOP 1-125, so a request will be made during the April 17, 2020 to rescind this approval so the SOP can be updated and re-voted on.)

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

   Patsy pulled up SOP 1-109 for review on Webex. Meibeth noted that this SOP deals with a number of tasks that Dan Hickman works with. It puts procedures in place. Ilona commented that this also responds to a complaint Policy received about no procedures or reviews for establishing Analyte Codes.

   Section 1:
   - Delete "additional".
   - Delete "Methods and Analyte Codes must be unique."
   - "LAMS", "Method compendium" and "Method Repository" definitions need to be added to the glossary. Paul will take this to CSDP.
   Section 2:
   - Put definitions in alphabetical order.
   Section 3:
   - Minor editorial/grammatical changes captured in the SOP draft.
   - Spell out CAS the first time it is used.
   - Clarify what happens if the TNI database administrator questions the request. He should go back to the requester, seek advice from the appropriate expert committee or another group that has the expertise needed to work through the issue.
   Section 4:
   - Re-word as per Section 3.
   - Delete text about what the last digit is used for.
   - Spell out title for Standard Methods
   - Move Section 5 under Section 4.4 as Section 4.4.1. Renumber SOP as appropriate.

   Restart at Section 6 at the next meeting.

4. Action Items

   An Action Item Summary can be found in Attachment B.

5. New Business

   None.

6. Next Meeting and Close

   The next meeting will be held by teleconference on April 17, 2020 at 11:00am Eastern.

   The meeting was adjourned at 12:28pm Eastern.

Attachment A

<h1 style="text-align:center">Participants</h1>

<div style="text-align:center">**TNI**</div>
<div style="text-align:center">**Proficiency Testing Program Executive Committee**</div>

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 **Absent**	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 **Present**	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) **Absent**	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			Reviewed through Section 5. Start at Section 6 at next meeting.
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.

	Task Description	Document Number	TNI Contact	Committee Contact	Start Date	Complete Date	Communication	Notes
9	Review Application and Membership SOP.	SOP 1-125	Ilona		3/6/20		SOP needs to be modified and reviewed again.	Scheduled for final review on 4/17/20.
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						
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	SOP 1-104						Taken from Policy Committee minutes 8/16/19.

Task Description	Document Number	TNI Contact	Committee Contact	Start Date	Complete Date	Communication	Notes
protection of FoPT tables and other documents against unauthorized changes.							