

**Policy Committee  
Meeting Summary**

**May 1, 2020**

1. Roll Call:

Patsy Root, Chair, called the meeting to order at 11:08am Eastern on May 1, 2020 by teleconference. The meeting was attended by 7 Committee members – see Attachment A.

The April 17, 2020 minutes were distributed for review by email. A motion was made by Elizabeth to approve the April 17, 2020 minutes as written. The motion was seconded by MeiBeth and unanimously approved.

2. SOP 4-102: TNI Proficiency Testing Program Complaint, Appeal, and Dispute Resolution Procedure

Eric reviewed the changes made to the SOP based on Policy Committee's three requested changes. The Committee used a summary document in Attachment B to help review the PTPEC SOPs today.

A motion was made by Mei Beth to accept the SOP 4-102 sent to the committee on 4/20/18 as written. The motion was seconded by Silky. There was no additional discussion and the SOP was unanimously approved.

3. SOP 4-105: PT Program Executive Committee Voting Process

Eric reviewed the changes made to SOP 4-105 in response to the Policy Committee's comments.

SOP 4-108 will be added as a related document. This is an editorial change.

Ilona looked up SOP 1-101. There is a definition for COI. This related document item needs to be moved to references.

A motion was made by Mei Beth to accept SOP 4-105 sent on 4/20/18 with the editorial changes discussed above. Elizabeth seconded the motion. There was no further discussion and it was unanimously approved.

#### 4. SOP 4-108: PTPEC Procedure for Addressing Conflicts of Interest

It is a new SOP for PTPEC. It was drafted from the NELAP version of this SOP. Eric highlighted the changes from the original NELAP SOP by reviewing the Track Changes with the Committee.

These are the edits Policy recommended to the NELAP version of the SOP.

§5.1 – a colon is needed after the word “stakeholders”.

§5.3 – the opening phrase of the first paragraph, “The Chair will ask individual committee members to” should be replaced with “Committee members shall declare”. Also, in the second parenthesis, both standards and FoPT tables should be included in the category of “operational documents”.

The Policy Committee disagrees that the standard and FoPT tables should be added. This recommendation is being removed.

A motion was made by Paul to accept SOP 4-108 as sent to the committee on 4/20/18. The motion was seconded by Virginia. There was no additional discussion and the SOP was unanimously approved.

#### 5. SOP 1-101: Operation of TNI Committees

Paul shared some of the changes made to SOP 2-101 (CSDP’s SOP dealing with Committee operations. These changes may help with the review of SOP 1-101. They made changes to some of the definitions.

Do we need to add “affiliate member” to the definitions in this SOP. Affiliate is not used at all in SOP 1-101. Paul read the affiliate member definition out of SOP 2-101. Ilona noted that she had a conversation with Jerry a few weeks ago and he mentioned he is not sure that Affiliate should be added to this SOP.

SOP 2-101 differentiated committee members. There are voting members and non-voting members. Probably a good thing to add to SOP 1-101.

Paul shared the definition of Dominance in SOP 2-101. They have more than what is in 1-101.

From SOP 2-101:

Dominance – a position of or exercise of dominant authority, leadership or influence by reason of superior leverage, strength or representation to the exclusion of fair and equitable consideration of other viewpoints.

Section 1: Change last paragraph: This SOP may be complemented by procedures developed and documented by committees to which it applies, but may not be superseded by those procedures.

Section 2: Ilona noted that CSDP has new language describing appointment of members – may want to use it. SOP 1-125 needs to be considered too.

Section 3: Added SOP to Action Summary, but need to discuss if it is still needed.

SOP 1-125 may need to be added. Do the ByLaws need to be added?

Section 4: Need to confirm definitions match Glossary.

Paul commented that he has a list of definitions – CSDP has been taking care of it, but it's not really a CSDP task. Got there because of discussion to include definitions section in Standard. Policy should talk about this. How do we want to implement it?

Paul will share a summary of what has been done and Ilona will include it in the meeting minutes so these minutes can be referenced on the Summary table.

General:

Paul volunteered to make a first attempt at this SOP. Ilona noted that he will need to be careful not to put ANSI requirements where not needed.

## 6. Action Items

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

## 7. New Business

None.

## 8. Next Meeting and Close

The next meeting will be held by teleconference on May 15, 2020 at 11:00am Eastern. The Committee may receive SOP 2-100 for review by that meeting.

The meeting was adjourned at 12:28pm 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>Present</b>	At Large (Other)	Shepherd Technical Services	mbshep@sheptechserv.com
Eric Smith <b>Present</b>	PTPEC (Lab)	ALS	Eric.smith@alsglobal.com
Paul Junio <b>Present</b>	CSDP (Lab)	Northern Lake Service, Inc.	paulj@nslslab.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: PTPEC SOP Summary of Updates

Notes for reviewing PTPEC SOPs

### SOP 4-102

Attached is a track changes and clean copy of SOP 4-102.

Policy Committee reviewed this document and since there were only minor edits, approved the document contingent upon PTPEC acceptance of the recommended edits. The following comments were addressed:

The cover page needs to be updated to the format currently in use.

§6.0 – without realizing in advance that the appeal procedure applies only to recognitions and not to complaints, this section seems misleading even though that detail is mentioned in the definitions section. Participants agreed that changing the header to read “Appeal Process for Recognitions” will be helpful in this regard.

§8.3 – should refer to SOP 1-104, Control of Documents, rather than POL 1-104.

§9.0 – the reference should be to SOP 1-104 rather than POL 1-104.

### SOP 4-105

Attached is a track changes and clean copy of SOP 4-105.

1. SOP 4-105 – draft review 10.11.19
  - a. Reviewed 10.11.19 draft against the 9.11.19 email from Ilona that contained TNI Policy comments from January 2018. TNI Board comments were as follows:
    - i. Section 5.3 – doesn’t really define what “conflict of interest” means. When someone serves on a body, they inherently have some sort of an interest that they are representing, and they automatically have a conflict of interest. Section 3 references POL 1-101 Conflict of Interest. We can reference this document in Section 5.3. This is an editorial change.
    - ii. Section 5.1 – the first two sentences don’t seem to be that different. The second sentence can be deleted.
    - iii. Section 6.3.3.2 – remove the word “negative” and replace it with “veto”.
    - iv. Section 6.3.3.4 – change “it” after the comma to “the committee”.
  - b. Discussed each item.
    - i. Section 5.3– Edit made to section to address.
    - ii. Section 5.1 – Edit made to section to address.
    - iii. Section 6.3.3.2 – Edit made to section to address.
    - iv. Section 6.3.3.4 – Edit made to section to address.

### SOP 4-107

Attached is a track changes and clean copy of SOP 4-107.

- a. Reviewed 7.18.19 draft against the 8.31.19 email from the Policy Committee. Policy comments were as follows:
  - i. Section 5 – the WETT table is an exception to the normal format, and regarding CAS numbers, that requirement should be caveated “as appropriate”, since some fields of testing do not address substances having CAS numbers.”
  - ii. Section 6.1 – consider referring to the “triggers” for need in section 7.
  - iii. Section 7 – consider whether “problematic analyte” requires some criteria or results from a decision process. Reword first bullet to read more smoothly and try to use parallel construction in the sequence of bullets.
  - iv. Section 9.3 – consider substituting “regulatory authority or AB” for “governmental AB”, since some pathogens of public health significance are not regulated by state environmental agencies but require testing in environmental media.
  - v. Section 11 – while discussing section 5 references to the “change log”, participants discussed how access to the approved table and updated tables is protected. PTPEC believes that their current system is adequate, but participants requested that its procedures be documented in the SOP, and also, that if possible, the current FoPT tables should be stored in PowerDMS, assuming it can handle Excel files. *NOTE: TNI should update SOP 1-104 to address protection of FoPT tables and all other documents from unauthorized changes. Once the internal audit checklists are updated, this SOP will need a thorough revision. It may be that each program uses different protective mechanisms, but those should be required and documented.*
- b. Discussed each item.

Eric noted that changes were based on Policy Committee comments. Ilona noted that Excel files can be saved on DMS – see Section 11. Eric noted that in the Oct 11<sup>th</sup> meeting minutes – after further review in Section 11 – the Subcommittee decided not to add any language about DMS. The best place to add the DMS information would be in SOP 1-104.

Eric reviewed Policy’s comments/requests verses the SOP being reviewed today.

- i. Section 5: No change made to Column Headings bullet. All columns are needed. A CAS# will not be entered if it is not available ... but the column is required.
- ii. Section 6.1: No change made. Clear enough as it is and no additional clarification made.
- iii. Section 7: Edits made to Section 7. First bullet changed. Removed term problematic analytes.

- iv. Section 9.3: Edits made to address. Added regulatory authority to last sentence.
- v. Section 11: No changes made. Agreed that SOP 1-104 should address this. Our SOP may need some updating after SOP 1- 104 is updated.
- vi. Section 12.1 – Add “and PTPAs” to section header. Additional changes

#### SOP 4-108

This is a new SOP.

Attachment C: Policy Committee Action Item Summary

	<b>Task Description</b>	<b>Document Number</b>	<b>TNI Contact</b>	<b>Committee Contact</b>	<b>Start Date</b>	<b>Complete Date</b>	<b>Communication</b>	<b>Notes</b>
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.



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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			SOP 1-101 needs to be updated to reflect changes in TNI procedures. Review started on 5/1/20.
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	5/1/20		Approved by Policy. Sent to Board, but wrong SOP was attached to Agenda. Will be resent for June meeting.

	<b>Task Description</b>	<b>Document Number</b>	<b>TNI Contact</b>	<b>Committee Contact</b>	<b>Start Date</b>	<b>Complete Date</b>	<b>Communication</b>	<b>Notes</b>
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 unauthorized changes.	SOP 1-104						Taken from Policy Committee minutes 8/16/19.
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						
21	Review of NEFAP revised SOP.	5-104						
22	Review of SOP new SOP.	6-100						