Policy Committee
Meeting Summary

May 15, 2020

1. Roll Call:

    Patsy Root, Chair, called the meeting to order at 11:02am Eastern on May 15, 2020 by teleconference. The meeting was attended by 6 Committee members – see Attachment A.

    The May 1, 2020 minutes were distributed for review by email. A motion was made by Paul to approve the May 1, 2020 minutes as written. The motion was seconded by Silky and unanimously approved.

2. SOP 2-100: Procedures for Governing Standards Development

    Paul gave some history on the SOP. The update is in response to the recent ANSI audit. There was a group of 8 people that developed the SOP and it went through extensive review by the CSDP EC. There is no track changes document to compare it to becausee of the extensive changes. Ilona did send a copy of the original SOP for reference.

    Ilona reminded the group that the Policy Committee should be looking for conflicts with other TNI procedures and issues related to implementation.

    Section 1.1 – Purpose – OK

    Section 1.2 – Scope – OK

    Section 1.3 – Related Documents –
    -   SOPs 3-105 and 5-106 need to move to References
    -   Check other related documents and make sure they were not specifically referenced in the SOP.

    Section 1.4 – References – OK

    Section 1.5 – Definitions

    There are some new definitions, but they will be added to Glossary. The Glossary will be aligned to this SOP.

    Section 1.6 - Normative Principles

    Bob added this section and it appears to be an outline of what ANSI is looking for in this SOP.

Patsy is not sure this section is needed. Ilona commented that the section numbers that cover the items could be put in parentheses or perhaps this could be put into a Policy instead.

Section 1.7 – Maintenance of Procedures
- Not in the same section as many of our other SOPs. OK to leave.

Section 2.1 – Openness – OK

Section 2.2 – Lack of Dominance –
- Add Dominance into Definitions section. Refer to the definition in this section or delete it.
- Remove second sentence in Section 2.2.2.

Section 2.3 – Balance – OK

Section 3.1 – Meetings
- Second Paragraph Second Sentence – Delete because last sentence explains what closed meetings are and when a guest could not attend.

Section 3.2 – Notification of Meetings
- Remove "All" in third sentence. Same sentence … add "typically" scheduled. Change "at" to "on". Consider generalizing this section.
- Silky noted that meetings are planned by different people. Should be two paragraphs because it is talking about different type of meetings.

Section 3.3 – Decorum
- Nondiscrimination statement. Is it in a document in the related documents? Should SOP or Policy be referenced here and then moved to References section of the SOP. A question was raised whether this first paragraph is needed. A reference document needs to go into detail on this and how it is handled. This section may be a response to ANSI?
- "Should be" could be changed to "provided". Should is not enforceable.
- Delete "Internal" in second paragraph.

Section 4 – Committee Operations
- Move SOP 2-101 to referenced documents instead of related.

Section 5.1 – Expert Committee Activities – OK.

Section 5.2 – Notification – First Step in the Development Process
- Add *Standards Action* to reference section.

Section 5.3 – Summary and Draft Standard

- Remove "subcommittee" because not relevant to expert committees. They use workgroups.

Section 5.3.1 –
- Remove "are gathered and".
- Add "as applicable" because documents may not exist for all committees.

The Committee will continue the review at the next meeting starting at Section 5.3.2.

3. Action Items

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

4. New Business

   None.

5. Next Meeting and Close

   The next meeting will be held by teleconference on June 5, 2020 at 11:00am Eastern. The Committee will continue reviewing SOP 2-100 and maybe start reviewing SOP 6-100.

   The meeting was adjourned at 12:32pm Eastern.

Attachment A

<p style="text-align:center">Participants
TNI Policy Committee</p>

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 **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) **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		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	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.

	Task Description	Document Number	TNI Contact	Committee Contact	Start Date	Complete Date	Communication	Notes
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			5-15-20			
21	Review of NEFAP revised SOP.	5-104						
22	Review of new SSAS SOP.	6-100						
23	Glossary							

	Task Description	Document Number	TNI Contact	Committee Contact	Start Date	Complete Date	Communication	Notes
24	Review of new SOP.	3-114						Implementation Guidance SOP.
25	Review of revised SOP.	3-105						SIR Management SOP