

Policy Committee Meeting Summary

May 21, 2021

1. Roll Call and Minutes Review:

Patsy Root, Chair, called the meeting to order at 11am Eastern on May 21, 2021 by teleconference. The meeting was attended by 6 Committee voting members (see Attachment A).

The May 7th meeting minutes were reviewed. A motion was made by Paul to approve the May 7, 2021 minutes as written. The motion was seconded by Elizabeth and unanimously approved.

2. SOP 1-124: TNI Internal Audits

Patsy reviewed the editorial changes to SOP 1-124. A motion was made by Paul to approve the changes as sent with the agenda. The motion was seconded by Silky and it was unanimously approved.

3. SOP 1-104: Control of TNI Documents

Patsy pulled up the final copy of SOP 1-104. Paul found one more editorial change: I was looking at various SOPs to confirm definitions, and we appear to have missed a change in the definition of Document class in SOP 1-104. The definition still states five tiers, rather than the four that we changed it to.

The definition for Document Class was corrected. The numbering of the SOP was updated to 2.3 and the reason for the changes was added to the approved changes section.

Mei Beth made a motion to accept the updated SOP as described above and the motion was seconded by Paul. There was no further discussion, and it was unanimously approved.

4. SOP 1-116: Development and Approval of TNI Policies and SOPs

The Committee continued the review at Section 5.6.2: How are extensive revisions determined. Describe as non-editorial. Need to add that if only editorial changes are made the number increases by 0.1. A new effective date is also added for all revised SOPs.

Section 5.6.3: The section was added to the SOP to address editorial changes.

Section 5.7 - Periodic Review

The Committee that wrote the SOP needs to do the 5 year review.

Section 5.1 of SOP 1-100 (Format Guidelines for Standard Operating Procedures (SOPS) of The NELAC Institute (TNI)) is in conflict with what we just worked on. That SOP covers how to number SOPs. Section 5.6.2 and 5.6.3 will be removed from SOP 1-116.

Jerry updated the Appendix and reviewed the changes made.

Add - When a review is complete, the Committee will send the reviewed Policy or SOP to the Policy Committee, even if no changes were made.

The Committee discussed whether a common header is needed for TNI policies. Some have review dates and others do not. Jerry will take a closer look at the Policies and decide if they need to be updated with a common format.

The numbering needs to be corrected in the SOP when it is finalized. Paul will need to add the new definitions in this SOP to the TNI glossary.

Paul made a motion to approve SOP 1-116 with corrected numbering needed. The motion was seconded by Silky and unanimously approved.

Jerry will make the updates to the document for posting and sharing with the Board.

5. SOP 3-105: Standard Interpretation SOP

Patsy pulled up the track changes version that Lynn sent for the review. The Committee reviewed the changes.

Reference and Related Documents need to be corrected.

The SIR online form was reviewed and changes were made to how this form is included in the SOP - is it really a mock-up as defined in the Table of Contents? Is the term what is listed in related documents? Changes were made.

The review will be continued during the June 4th meeting.

6. Action Items

An Action Item Summary can be found in Dropbox.

7. New Business

Ilona noted that PTPEC and NEFAP will be turning in their Charters after the meetings the third week of June.

8. Next Meeting and Close

The next meeting will be held by teleconference on June 4, 2021 at 11:00am EST.

The meeting was adjourned at 12:30 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 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 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 Absent	PTPEC (Other)		eric.smith72@comcast.net
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