

Policy Committee Meeting Summary

May 7, 2021

1. Roll Call and Minutes Review:

Patsy Root, Chair, called the meeting to order at 11am Eastern on May 7, 2021 by teleconference. The meeting was attended by 5 Committee voting members (see Attachment A).

There was no meeting April 16, 2021.

The April 2nd meeting minutes were reviewed. A motion was made by Silky to approve the April 2, 2021 minutes as written with a correction to Eric's email address. The motion was seconded by Elizabeth and unanimously approved.

2. SOP 1-101: Operation of TNI Committees

Patsy pulled up the SOP to review the changes requested by the TNI Board of Directors. The "decision making process" was also removed.

A motion was made by Paul to approve SOP 1-101 as sent with the Agenda. The motion was seconded by Mei Beth. There were no further comments, and the motion was accepted unanimously.

3. Internal Audits

The Committee discussed changing the audit schedule in SOP 1-124 (TNI Internal Audits). It would be better to have the audits complete before the report at the winter meeting and people's availability is harder during the holiday season to perform the audits. Ilona proposed a schedule:

- Update audit checklists – Due November 15
- Policy review checklists – Due January 15
- IT posts updated checklists to database – Due March 1
- Internal Audits complete – Due May 15
- Corrective Action Complete – Due October 1

The Committee was in favor of changing the schedule but decided to only include the schedule above as an example so if the schedule needs to be modified a little in the future, the SOP does not need to be updated. The Policy Committee will issue an Audit

Schedule at the start of each fiscal year. Ilona will update the SOP appropriately for voting at the next meeting.

The Committee also discussed what to do about the more recent internal audit schedule that should be in progress but was delayed due to time constraints related to Covid. The Committee decided to change the schedule as discussed above and not rush to finish this other audit that will wind up overlapping with the new schedule. Jerry will present this to the Board with the updated SOP in June.

4. SOP 3-103: NELAP Accreditation Bodies Standards Review and Acceptance

Ilona pulled the previous review of this SOP and sent it to Patsy to review with everyone on Webex. The LASEC noted that they had accepted all of the Policy Committee's recommendations. Patsy pulled up both documents side by side to confirm this.

A motion was made by Paul to approve SOP 3-103 as sent with the meeting agenda. Mei Beth seconded the motion and there was no further discussion. The motion was unanimously approved.

5. SOP 1-104: Control of TNI Documents

Jerry made the updates to this SOP as requested at the last meeting. The table was updated (Attachment B) and language in the SOP was updated to accommodate changes in the table as needed.

Mei Beth made a motion to accept the SOP 1-104 as revised. The motion was seconded by Silky. Discussion: Need to move some reference documents into related. Also update Section 11 to include reason for the SOP revision. Mei Beth updated her motion to include these revisions discussed today. Silky agreed with this update too. There was no further discussion and SOP 1-104 was unanimously approved.

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

The table of contents needs to be fixed. Section 6 should be References.

Jerry already made changes to this SOP to address DMS that is no longer being used.

Section 5.4: Delete sentence about Policy not approving SOPs and Policies.

Section 5.5 – TNI Board of Directors Review (Review for Endorsement)

A discussion was raised about the difference between endorsement and approval. Changes were made to the text. Looking at the Bylaws, Policy reviews all procedures and

policies and submits them to the Board for endorsement. The Board has the right to also review and approve any SOP or Policy, but they generally only look at SOPs and Policies developed by the Policy Committee, and SOPs related to Program changes.

Bylaws need to be a related document.

Endorsement is not defined in the SOP and a definition is not in the glossary. Proposed a definition for Endorsement. - A vote by TNI Board to approve a Policy or SOP developed by the Policy Committee; or any other Policy or SOP that the TNI Board of Directors chooses to review.

Conflicts in SOPs - sometimes Policy has to make an executive decision.

This SOP review will be continued during the next meeting.

7. Action Items

An Action Item Summary can be found in Dropbox.

8. New Business

None.

9. Next Meeting and Close

The next meeting will be held by teleconference on May 21, 2021 at 11:00am EST. Patsy will not be able to attend this meeting, so Silky will be chairing this meeting.

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 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 (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