

Policy Committee Meeting Summary

June 12, 2020

1. Roll Call:

Patsy Root, Chair, called the meeting to order at 11am Eastern on June 12, 2020 by teleconference. The meeting was attended by 4 Committee members – see Attachment A.

The June 5, 2020 minutes will be reviewed during our next regular call on June 19, 2020. The minutes have been sent by email for review.

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

Paul noted that the CSDP would like to push back on requested changes to Section 5.5.2. They need to leave this due to the Lessons Learned document provided by LASEC.

Patsy pulled up a copy of the 6-5-20 minutes and the Committee went through each item to confirm the comment was addressed.

An editorial change was made in definitions to change text to italics as needed.

Change to 5.3.3 is OK. Patsy would have preferred not to do this, but she is OK.

Section 5.5 is OK.

Section 6.1.3: Section 5.5.6 was referenced in Section 6.1.

Definition for Content Management System: Ilona questioned that it is very TNI specific. The Committee looked at definitions online. Paul commented that he sent it to William Daystrom and Jerry Parr for comment but did not receive anything back. He will follow-up on this an report back at the next Committee meeting.

Section 6.6 – Change BoD to Board of Directors unless it was defined previously.

Section 9 – Paul took language from each and tried to make it more similar. OK.

Section 14 – All of these documents were referenced in the SOP.

Section 15 – Provide more information on what changes were made. Paul will make this change.

Appendix 1: Section numbers were approved.

Workgroup was made a single word.

A motion was made by Paul to approve SOP 2-100 as modified by the notes above. Silky seconded the motion and it was unanimously approved. Ilona will work with Paul to finalize dates and SOP formatting before it is uploaded to DMS. She will also send a copy of the final version to William, Paul and Bob Wyeth. The SOP will be sent to the Board as a courtesy. (*Addition: Ilona had a conversation with Jerry Parr and he stated that this SOP does not have to be voted on by the BoD, so it can be considered final and "provisional" can be taken of the title page and header.*)

3. SOP 2-101

There is no track changes document because of the extensive changes. Policy will review this as a new document.

Section 2: Confirm these documents were not referenced in the SOP.

Section 3: - No changes. – Italicized definition of “dominance”.

Section 4.1: Remove “preferably”.

Section 4.2 – OK

Section 4.3 - OK

Section 5.1: Knowledge is confirmed by review of resume/biography.

Section 5.2: OK

Section 5.3: OK

Section 5.4: OK

Section 5.5: OK

Section 5.6: OK

Section 5.7: OK

Section 5.8: Italicize *ANSI Standards Action*. It is a publication.

Section 5.9: OK

Section 5.10: OK

Section 6.1: OK

Section 6.2: OK

Section 6.3: OK

Section 6.4: The words are a little vague, but it does give an applicant an idea of what is expected as a committee member. If ANSI didn't comment on this ... go ahead and leave it.

Section 6.5: OK

Section 6.6: Should note if there is not a position that Associate Membership is offered.

Add 6.10 to Section 6.6. Makes it clear since it is related.

Section 6.7: OK
Section 6.8: OK
Section 6.9: OK
Section 6.10: Delete – Added to Section 6.6.

Section 7.1: OK
Section 7.2: What if there isn't a Winter Conference? "Routinely" gives a little room if there is an issue. OK.
Section 7.3: OK
Section 7.4: OK
Section 7.5: OK
Section 7.6: OK
Section 7.7: Ilona asked if the term "stage" needs to be changed since the standard development process has changed. There aren't multiple stages anymore. Delete "at any stage of the consensus process."

Section 8.1: OK
Section 8.2: OK

Section 9.1: OK
Section 9.2: OK

Section 10.1: OK

The Committee was getting close to the end of the meeting, so Paul was asked if there were any questions he had about the remaining sections of the SOP so guidance could be given for him to consider before next week's meeting.

Paul asked the group to take a quick look at Section 11.1.8. They will be submitting this as a provisional document and Policy's comments would be helpful before finalized. There was general agreement.

Policy will start at Section 10.2 at the next meeting.

Ilona suggested that the document go to Jan to make it consistent with all of TNI's other SOPs. This SOP had an old format with a box around the text.

3. Action Items

An Action Item Summary can be found in Attachment B.

4. New Business

None.

5. Next Meeting and Close

The next meeting will be held by teleconference on June 19, 2020 at 11:00am Eastern.

The meeting was adjourned at 12:32pm 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 Absent	NEFAP (Lab)	Pace Laboratories	Elizabeth.turner@pacelabs.com
Virginia Hunsberger Present	NELAP (AB)	PA DEP	vhunsberge@pa.gov
Mei Beth Shepherd Absent	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		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	6-5-20		6-5-20: The review was completed by Policy on 6-5-20. Paul will work with CSDP to update the SOP this week so Policy can do a final review of the changes. 6-12-20: SOP completed and approved by Policy.

	Task Description	Document Number	TNI Contact	Committee Contact	Start Date	Complete Date	Communication	Notes
21	Review of NEFAP revised SOP.	5-104						
22	Review of new SSAS SOP.	6-100						
23	Glossary							
24	Review of new SOP.	3-114						Implementation Guidance SOP.
25	Review of revised SOP.	3-105						SIR Management SOP
26	Review of revised SOP.	2-101			6-12-20			Expert Committees 6-12-20: Ended review on Section 10.1.