Policy Committee
Meeting Summary

June 19, 2020

1. Roll Call:

    Patsy Root, Chair, called the meeting to order at 11am Eastern on June 19, 2020 by teleconference. The meeting was attended by 5 Committee members – see Attachment A.

    The June 12th minutes were reviewed, and a spelling correction was made. A motion was made by Paul to approve the June 12, 2020 minutes as distributed by email with a spelling correction ("final" on page 2). The motion was seconded by Elizabeth and unanimously approved.

    Patsy asked that the June 5th minutes be reviewed and approved on July 17, 2020 since she couldn't pull them up on Webex.

    The agenda was modified to review SOP 1-101 (Operation of TNI Committees) since Sheri Heldstab (Chair, SSAS) was not available to participate in the review.

2. SOP 2-101 – Procedures for Expert Committee Operations

    Work continued on the review of SOP 2-101. The Committee started at Section 10.2.

    10.2 – OK
    10.3 – OK

    11.1.1 – OK
    11.1.2 – OK
    11.1.3 – OK
    11.1.4 – OK
    11.1.5 – OK
    11.1.6 – "Any changes to the agenda are noted" was added instead of requirement to include a copy of the agenda in the minutes. This is a more accurate clarification of the ANSI requirement. Bob did not think this clarification would be a problem for the CSDP – it is editorial.
    11.1.7 – OK
    11.1.8 – OK

    11.2.1- OK
    11.2.2 – OK
    11.2.3 – OK
    11.2.4 – OK

11.2.5 – OK
11.2.6 – OK
11.2.7 - OK
11.2.8 – same change as 11.1.6 in this section.

12 – OK

13 – OK

The committee then reviewed the changes made to comments from the June 12th meeting.

Section 2: Confirm these documents were not referenced in the SOP. This was confirmed and is OK.

Section 4.1: Remove "preferably". - OK

Section 5.8: Italicize *ANSI Standards Action*. It is a publication. - 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. – Bob said it was OK. There was no direct ANSI comment.

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. – Language moved. OK.

Section 7.2: What if there isn't a Winter Conference? "Routinely" gives a little room if there is an issue. OK.

Section 7.7: 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." – OK.

A motion was made by Silky to approve SOP 2-101 as described above. The motion was seconded by Elizabeth and unanimously approved.

Ilona will make and final formatting updates after the meeting so a final copy can be sent to Bob Wyeth and Paul today for placement in the ANSI submission. The SOP was also posted on DMS.

3. SOP 1-101 (Operation of TNI Committees)

Paul made some updates to this SOP based on the changes made to SOP 2-101.

The Committee will start working on Section 5 and then go back to Sections 1 through 4.

Section 5.1 – Accessible to all parties that have demonstrated interest.
Section 5.2 – Add "TNI staff" to make it clear.

Section 6.1 – OK
Section 6.2 – What is "sponsors"? Updated to reflect what is currently in Charters.
Section 6.3 – Change "rules" to "procedures".
Section 6.4 – OK
Section 6.5 – Ask Jerry to clarify which SOPs have to be approved by the Board.

Section 7.1.1 – Check in with Jerry since this would be adding concept of Affiliates to this SOP. He mentioned previously he'd rather not have this.
Section 7.1.2 – OK
Section 7.1.3 – SOP 1-125 needs to be added to the References section, not the Related Documents section.
Section 7.1.4 – Just leave first sentence. Add – Not all TNI committees can accept Associate members (for example – Policy and Finance).
Section 7.1.5 – Paul will compare this language to what was placed in 2-101. Change "technically qualified" to "are individuals with relevant knowledge".
Section 7.1.6 – Ilona asked if 15 members is a hard stop or is it a recommendation? There is an agreement that it could be more, so hard-stop was removed.

Stopped at 7.1.6 – Start on Section 7.1.7 at the next meeting.

4. Action Items

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

5. New Business

None.

6. Next Meeting and Close

The next meeting will be held by teleconference on July 17, 2020 at 11:00am Eastern. The July 3rd meeting is being canceled.

The meeting was adjourned at 12:32pm Eastern.

Attachment A

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Participants
TNI Policy Committee

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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 – added in at 11:20am**	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. Further reviewed on 6/19/20.
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

	Task Description	Document Number	TNI Contact	Committee Contact	Start Date	Complete Date	Communication	Notes
								attached to Agenda. Will be resent for June meeting.
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	Final SOP sent to Bob Wyeth and posted on DMS.	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	6-19-20	Final SOP sent to Bob Wyeth and posted on DMS.	Expert Committees 6-12-20: Ended review on Section 10.1. 6-19-20: Completed and finalized SOP. Placed on DMS.