June 4, 2021

1. Roll Call and Minutes Review:

   Patsy Root, Chair, called the meeting to order at 11am Eastern on June 4, 2021 by teleconference. The meeting was attended by 5 Committee voting members (see Attachment A).

   The May 21ˢᵗ meeting minutes were reviewed. A motion was made by Virginia to approve the May 21, 2021 minutes as written with a correction to the title of SOP 3-105. The motion was seconded by Silky and unanimously approved.

2. SOP 1-104: Control of TNI Documents

   Jerry commented that he couldn't find a copy of the SOP with the changes made at the last meeting. He recreated it following the information in the minutes. Patsy was able to find it in a different folder for Jerry to confirm all changes were made.

3. SOP 3-105: Standard Interpretation SOP

   Patsy reviewed what was looked at during the last meeting.

   Paul sent the following comments by email:
   The definition of Program Administrator should be consistent with SOP 2-100 as "TNI staff who provide administrative support to committees and serve at the direction of the Board of Directors and the Executive Director". (Jerry suggested changing it to the "SIR Program Administrator" so it doesn't conflict with the definition.)

   Sections 5.5.6 through 5.5.8 would actually occur prior to 5.5.1 if this is being written in the order it would happen.

   Section 5.5.8: I am really in opposition to the LASEC being the final call on a dispute between what is and isn't an SIR. The Expert Committees are in the position of knowing their Modules. It would seem that if the subcommittee and expert committee disagree, this should go to some other group than this.

5.6.2 This section just sort of jumps into the SIR Subcommittee. That said, the first sentence is just a re-stating of the definition and could be deleted (with the possible exception of the part about autonomy).

Jerry noted that the definitions should be in a table format and he can update this when the SOP is finalized.

Section 5.1.6 - add for example so that it allows changes to be made to the database without having to update the SOP. The information can be listed or summarized in a paragraph.

Section 5.3.3 is unclear to the Policy Committee. Please reword. Also, the spreadsheet should have a classification column, based on 5.2.3 of this document.

Should you track SIRs that are turned into Implementation Guidance? This is not part of the database. Does it need a Classification column? How does the Committee track implementation guidance?

Maybe implementation guidance should be a separate SOP?

Section 5.3.4: Delete: "A short list of … "

Paul commented that the tense of the SOP shifts between future (things will be done) to present (things are done). His preference is that it be written in present tense. This comment will be shared with LASEC.

Section 5.3.6: Jerry is curious what ANSI thinks of this. He will follow-up. Do you need to communicate the closure of the SIR directly to the inquirer? (At the end of the meeting Jerry shared what he found: ANSI requirements do not require that a note be sent back to the inquirer … we just need to have a procedure. Patsy would prefer a personal response go out to the inquirer. Jerry will talk to Bob about requirements and current procedures that may be in conflict with what LASEC is suggesting.)

Section 5.4: Paul commented that he doesn't like the title of 5.4 (Preparation of the SIR Interpretation), as this is more the pre-interpretation process. He's ok with no change. The sentence that is 5.4.3 is redundant with 5.5. Change to "for" interpretation.

Section 5.4.1 looks like an old process?

Jerry noted this SOP could use a flow chart. It is somewhat confusing.

Jerry and Patsy think Policy should send this back to LASEC before the Committee finishes its review because it needs more work, and the Committee should move on to another SOP review. Ilona and Patsy will collaborate on a response to LASEC. Patsy will send a draft to Ilona.

4. SOP 1-109: Establishing, Validating, and Maintaining Analyte and Method Codes and Publishing Methods in TNI's Method Repository

> Patsy pulled up the updated SOP and a copy of the Policy Committees original comments.
>
> Jerry went through the changes requested in each section. It looks like all comments were addressed and they added a few additional changes.
>
> Revision needs to be a changed to 2.0 instead of 1.1. The changes are more than editorial.
>
> A motion was made by Paul to approve the SOP as noted above. The motion was seconded by Silky. There was no further discussion, and it was unanimously approved.
>
> It will be sent to the Board in June.

5. Action Items

> An Action Item Summary can be found in Dropbox.

6. New Business

> None.

7. Next Meeting and Close

> The next meeting will be held by teleconference on June 18, 2021 at 11:00am EST. Patsy is not available that day, but Silky will Chair the meeting. *(Addition: The June 18th meeting was canceled.)*
>
> The meeting was adjourned at 12:28 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 **Absent**	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