Policy Committee
Meeting Summary

June 5, 2020

1. Roll Call:

   Patsy Root, Chair, called the meeting to order at 11am Eastern on June 5, 2020 by teleconference. The meeting was attended by 6 Committee members – see Attachment A.

   The May 15, 2020 minutes were distributed for review by email. A motion was made by Paul to approve the May 15, 2020 minutes as written. The motion was seconded by Elizabeth and unanimously approved.

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

   The Committee began the review in Section 5.3.2.

   Section 5.3.2 – Paul noted that CSDP will have a list of people that fall under "other parties expected to have an interest". Patsy asked how this is different from the list serve that people sign-up for? Paul noted this might include someone that CSDP thinks should be notified even if they didn't sign-up.

   Section 5.3.3 – Patsy noted that other organizations she is part of only respond to comments if they are written. Mei Beth noted that this is what they do to.

   Ilona commented that it is important that it is clear that verbal comments will not receive a written response.

   Add text something like: The Expert Committee may add such comments to the Response to Comment form. If this occurs, those comments will be listed as Expert Committee comments.

   Section 5.4 –
   Add "written" to first sentence to emphasize the comments needs to be written.

   Section 5.4.1 – OK

   Section 5.4.2 – OK

   Section 5.4.3 – The committee went back to this one and debated whether persuasive comments should be in writing. Mei Beth noted that it is not necessary that it be written. Patsy – only way you have a paper trail.

May need to re-read the section and see if more needs to be added about how verbal comments are handled. Paul noted that all comments are public and people have the opportunity to make sure the comment was included. How about if verbal comments become Committee comments?

Section 5.4.4 – Ilona asked if it should be clear and "written" should be added before comments. There was agreement.

Section 5.4.5 – OK

Section 5.5.1 – OK

Section 5.5.2 – Committee should consider revising the language to have voting on subsequent drafts only for new/revised language from one version to the next.

Section 5.5.3 – Can you comment on the whole document? Or just the new language. Look at 5.5.4 – You can't keep repeating the same comment. Patsy noted that you can only comment on the new language between DRAFTs. Paul noted that we don't want to stifle more comments. Ilona noted that the Interim Standard in the old process was handled as Patsy commented. Is there a point in this new process where only new language can be reviewed? Paul is hoping this will not be an issue. Maybe 5.3.2 could help with this?

Ilona asked if wording could be added where it could be at the committee's discretion to only accept comments on the changes from the previous version of the DRAFT? Patsy thinks something needs to added to the language to prevent a DRAFT from being completely reviewed every time and possibly get stuck in a loop.   See note 5.5.2

Section 5.5.4 – OK

Section 5.5.5 – All committee must vote.

Section 5.5.6 – OK

Section 5.5.7 – OK

Section 5.6.1 – OK

Section 5.6.2 – OK

Section 5.6.3 – OK

Section 5.6.4 – OK

Section 5.6.5 – OK

Section 6.1 – OK

Section 6.1.1 – OK

Section 6.1.2 – OK

Section 6.1.3 – Mei Beth was concerned that an appeal could be filed anytime. Paul noted 6.1 makes it clear there is a time frame. She suggested referencing the section that the timing comes from. Section 5.5.6 should be referenced.

Section 6.2 – Change "complaint" to "appeal".

Section 6.3 - OK

Section 6.4 - OK

Section 6.5 – Add "Content Management System" to definitions.

Section 6.6 – What is the 60 days? At the conclusion of the hearing.

Section 7 – OK

Section 8 – OK

Section 9 – Should last two paragraphs be made more consistent in language? Use same words where it is the same procedure.

Section 10 - 13 – OK

Section 14 –

Appendix 1 – Please confirm section numbers.

Appendix 2 – OK

Appendix 3 – OK

Paul noted that he did look back at Section 1.6 and talked to Bob. The items are things addressed in the SOP. Section 1.6.5 is the only thing that is not in this SOP. Paul is recommending that Section 1.6 be deleted. This is duplicative. He will discuss this with CSDP.

3. Action Items

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

   The next meeting will be focused on response from Paul and SOP 6-100.

   Bob has to respond to ANSI on June 19th. He asked if the Committee could meet earlier or do by email.

   Mei Beth – can't make next Friday. Silky can. Virginia can. Elizabeth - ?

   Schedule an extra meeting since in que. Help for ANSI. Set-up extra meeting. Need to log off at 12:25.

4. New Business

   None.

5. Next Meeting and Close

   The next meeting will be held by teleconference on June 12, 2020 at 11:00am Eastern. This will be an additional meeting this month. Bob Wyeth will be responding to ANSI on 6-19-20 and it would be great if Policy can finalize SOP 2-100 before the response due date. The meeting will need to end by about 12:20 to accommodate a Public Webinar that will be held after the Policy call.

   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 **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 (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.
21	Review of NEFAP revised SOP.	5-104						

	Task Description	Document Number	TNI Contact	Committee Contact	Start Date	Complete Date	Communication	Notes
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