

Policy Committee Meeting Summary

July 16, 2021

1. Roll Call and Minutes Review:

Patsy Root, Chair, called the meeting to order at 11:15am Eastern on July 16, 2021 by teleconference. The meeting was attended by 4 Committee voting members (see Attachment A). Guest: Sheri Heldstab.

The July 9th meeting minutes will be reviewed and approved at the next meeting. There were not enough committee members present to vote or do any official committee business.

Patsy noted that she will be out August 6 through September 7, 2021. Silky has agreed to lead meetings during this time.

2. SOP 6-101: SSAS Table Management

Sheri Heldstab (Chair, SSAS Expert Committee) was present to help with the review of this SOP.

The Committee started the review where it left off in Section 5.3 and completed the review of the SOP.

Section 5.3

Section 5.3.1: Add EPA document as a reference document.

Section 5.3.3: Add “and decision from the EPA” and wordsmith as appropriate.

Section 5.3.4.7.b: Change first sentence to: If alternative technologies exist to perform a method, an evaluation of those technologies must be made.

Sections 5.4 or 5.5

No suggested changes

A copy of the marked-up version of the SOP was sent to Sheri so she can make updates and return it for final Policy Committee approval. The Committee will vote on the review at the next meeting.

3. Charters

Ilna noted that some Charters have been sent to the Committee. The Committee did a basic review since no voting could be done at this meeting.

Findings/Information Discussed:

- A Charter template needs to be added to an SOP.
- Jerry will work on a DRAFT procedure for how annual reports are handled.
- Advocacy is no longer doing work for NEFAP since this program has its own Marketing Subcommittee.
- LASEC had information in their SOP regarding the NGAB recognition process, but this is probably not appropriate at this time.

The review of the Charters will be voted on at the next meeting so comments can be sent to each committee as appropriate.

4. Action Items

An Action Item Summary can be found in Dropbox.

5. New Business

None.

6. Next Meeting and Close

The next meeting will be determined by email. It will be difficult to meet on August 6, 2021 because of the Conference. The Committee may try to before August 6th or meet at the next regularly scheduled meeting on August 20, 2021 at 11am Eastern.

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 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 (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