

Policy Committee Meeting Summary

July 9, 2021

1. Roll Call and Minutes Review:

Patsy Root, Chair, called the meeting to order at 11am Eastern on July 9, 2021 by teleconference. The meeting was attended by 5 Committee voting members (see Attachment A). Guest: Sheri Helstab

There was no meeting on June 18, 2021.

The June 4th meeting minutes were reviewed. A motion was made by Paul to approve the June 4, 2021 minutes as written. The motion was seconded by Elizabeth and unanimously approved.

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

2. SOP 6-101: SSAS Table Management

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

Patsy eliminated the subsections in the Table of Contents because of consistency with other SOPs.

Section 1 - change “or” to “and”.

Section 2 -
Paul will add the term Participant to the Glossary.

Section 3 -
Correct numbering and remove “current version”. We are supposed to be using the current version of all documents.

Section 4 –
The Committee will circle back to this section when the SOP is completed, but it would like to recommend that the Note in the definition of Participant(s) be removed.

Section 5 -

A new Section 5.1.3 was added to make it clear that requests to change the Quality Systems Matrix will not be accepted. The rest of the sections need to be renumbered. This was added as a section and removed as a Note. TNI Volume 1 should be added as a reference or related document.

The TNI website is <https://nelac-institute.org>.

Section 5.1.4.2: add “in Committee minutes” so it is clear how the CRA is tracked.

New Section 5.1.6: Added the elements the SSAS table contains:

- 5.1.6.1 Matrix.
- 5.1.6.2 TNI Analyte Code.
- 5.1.6.3 Analyte.
- 5.1.6.4 Concentration Range.
- 5.1.6.5 Acceptance Criteria.
- 5.1.6.6 Audit Sample Reporting Limit (ASRL)
- 5.1.6.7 Toxicity equivalent factors (Dioxins and Furans only)

Section 5.1.5: Needs to be added above new Section 5.1.6 and add a new heading for section: Addition of Methods or Analytes, or Changes in Concentration Range for Existing Analytes. The section needs to be renumbered and sections referred to need to be corrected as needed.

Section 5.1.7.1: Change to: A Sponsor is required for the removal of a method, analyte, or group of analytes from the SSAS Table.

Sections 5.1.7.2 and 5.1.7.3: Correct numbering and capitalize Sponsor.

Section 5.2: Recommend that header read “Determination of Merit” instead of “Consideration of Requests” and change section placements and numbering.

Section 5.2.1: Recommend replacing “If a” with “When a”.

Section 5.2.2: Recommend referring to “determination of merit” instead of “preliminary review”.

New Section 5.2.3.1: Edit language to simplify and make clear.

Continue next meeting starting in Section 5.3. The agenda will be continued next week.

3. Action Items

An Action Item Summary can be found in Dropbox.

4. New Business

None.

5. Next Meeting and Close

The next meeting will be held by teleconference on July 16, 2021 at 11:00am Eastern. Paul may not be able to make next week's meeting, but he asked to be contacted if a quorum is not met so he can try to join if needed.

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 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