

**Policy Committee  
Meeting Summary**

**August 21, 2020**

1. Roll Call:

Patsy Root, Chair, called the meeting to order at 11am Eastern on August 21, 2020 by teleconference. The meeting was attended by 6 Committee members (see Attachment A) and 1 guest (Sheri Heldstab – Chair, SSAS Expert Committee).

The previous meeting minutes will be reviewed and approved by email.

2. TNI Training Committee Charter

The Training Committee is a new TNI committee. They completed their charter and submitted it for Policy Committee review and approval.

Composition:

Change “stakeholder” to “participants”.

Objective 1: Discussed whether success measures should be more quantifiable. Since it is a new committee, they are OK.

Recommend updating tenses throughout document for consistency prior to publication.

Objective 2: OK

Objective 3: OK

Objective 4: Add badges to success measures.

Objective 5: Add: More training material is purchased.

Objective 6: OK

Objective 7: OK

Decision – OK

Resources – OK

Anticipated Schedule – OK

Mae Beth made a motion to approve the Training Committee charter with the modification noted above. The motion was seconded by Elizabeth. There was no further discussion and the motion was unanimously approved.

Ilona will send the charter to William to post after the updates are made and reviewed with Calista. It will be added to the list of TNI approved Charters.

### 3. SOP 2-100 Rev 3.3 – Procedures Governing Standards Development

CSDP added the option to abstain to Section 5.3.1. Ilona expressed concerns that how the abstention vote is used is not clear.

Ilona noted that there are no specific procedures for expert committees to handle abstentions since this is new to their procedures. Paul will take this as an action item and evaluate the need for an SOP or update of the Program's charter.

The SOP can be approved with the addition and then Paul will work on clarifying how it will be implemented.

A motion was made by Paul to accept the update to Section 5.3.1 in SOP 2-100 Rev 3.3. The motion was seconded by Elizabeth. There was no further discussion and the motion was unanimously approved.

### 4. SOP 6-100 - Conducting Pilot Studies for New Concentration Ranges and Acceptance Limits for Source Sampling Audit Samples

Sheri gave a brief high level overview of SSAS and the SOP submitted for review and approval.

Section 1.1 – Update first sentence. Add language on “who” is responsible.

Section 2 – OK

Section 3 – OK

Section 4 – Sheri noted that she verified the glossary terms and then added definitions. Paul will review the definitions and report back at the next meeting.

Section 5.1 – OK

Section 5.2 – Add to second line: prior to receipt of the pilot study samples by the laboratories. This is a clarification made by Sheri.

Section 5.3 – Provider instead of Providers.

Section 5.4 – OK

Section 5.5 – OK

Section 5.6 – OK

5.6.1 – OK

5.6.2.5 – “are” instead of “is”. Data is plural.

5.6.3 – In 5.6.3.2, delete “and”.

5.6.4 – OK

5.6.5 – Section reference should be 5.6.6

5.6.6 – OK

The Committee will continue its review at Section 5.6.7.

5. Action Items

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

6. New Business

None.

7. Next Meeting and Close

The next meeting will be held by teleconference on September 4, 2020 at 11:00am Eastern.

The meeting was adjourned at 12:33pm Eastern.

Attachment A

**Participants  
TNI Policy Committee**

Members	Represent	Affiliation	Contact Information
Patsy Root, Chair <b>Present</b>	TNI Secretary (Other)	IDEXX	Patsy-Root@idexx.com
Silky Labie, Vice Chair <b>Absent</b>	At Large (Other)	Env. Lab. Consulting & Technology, LLC	elcatlc@centurylink.net
JoAnn Boyd <b>Absent</b>	Lab and FSMO (Lab)	Southwest Research Institute, San Antonio, TX	jboyd@swri.org
Elizabeth Turner <b>Present</b>	NEFAP (Lab)	Pace Laboratories	Elizabeth.turner@pacelabs.com
Virginia Hunsberger <b>Present</b>	NELAP (AB)	PA DEP	vhunsberge@pa.gov
Mei Beth Shepherd <b>Present</b>	At Large (Other)	Shepherd Technical Services	mbshep@sheptechserv.com
Eric Smith <b>Present</b>	PTPEC (Lab)	ALS	Eric.smith@alsglobal.com
Paul Junio <b>Present</b>	CSDP (Lab)	Northern Lake Service, Inc.	paulj@nslslab.com
Jerry Parr (ex- officio) <b>Absent</b>	Executive Director	TNI	Jerry.parr@nelac-institute.org
Alfredo Sotomayor (ex- officio) <b>Absent</b>	TNI BoD, Chair	Milwaukee Metropolitan Sewer District	asotomayor@mmsd.com
Ilona Taunton <b>Present</b>	Program Administrator	TNI	Ilona.taunton@nelac- institute.org

Attachment B: Policy Committee Action Item Summary

	<b>Task Description</b>	<b>Document Number</b>	<b>TNI Contact</b>	<b>Committee Contact</b>	<b>Start Date</b>	<b>Complete Date</b>	<b>Communication</b>	<b>Notes</b>
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.

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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

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								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.

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								The SOP went through additional reviews in response to ANSI review (7/31/20) The final version approved was SOP 6-100 Rev 3.3 on 8-21-20. Paul to provide follow-up on need for abstention procedures.
21	Review of NEFAP revised SOP.	5-104						
22	Review of new SSAS SOP.	6-100		Sheri Heldstab	8-21-20			8-21-20: Reviewed through section 5.6.6.
23	Glossary							
24	Review of new SOP.	3-114						Implementation Guidance SOP.
25	Review of revised SOP.	3-105						SIR Management SOP – Hold on review as per Lynn Bradley on 8/27/20. Further updating is needed.
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.
27	Revise SOP.	1-101			6-19-20	8-7-20		Review complete. Formatting needs to be updated.
28	Review of revised SOP.	3-103	Lynn Bradley		8-7-20	8-7-20		Recommendations to be sent to LASEC.
29	Review Training Committee Charter		Ilona Taunton	Calista Daigle	8-21-20	8-21-20		The charter was approved with minor recommendations.



