

## **Policy Committee Meeting Summary**

**September 17, 2021**

### 1. Roll Call and Minutes Review:

Patsy Root, Chair, called the meeting to order at 11am Eastern on September 17, 2021 by teleconference. The meeting was attended by x Committee voting members (see Attachment A).

There were not enough members on the call to do any official business. The August 20<sup>th</sup> and September 3<sup>rd</sup> minutes were reviewed and no changes were requested. These minutes will need to be approved at the next meeting or by email.

### 2. Chair of CSDP Executive Committee

The Chair of the CSDEC is assigned differently than the other TNI programs. Maybe executive committee chairs should be handled differently. Jerry will look at updating SOP 1-101 (Operation of TNI Committees) to put a consistent procedure together for the Executive Committees. Add a definition to Section 4 for Executive Committee. Section 8 is Committee Leadership. Update this section.

We will be hold off on discussing with the TNI Board until procedures are updated.

### 3. Letter Regarding Internal Audits

Iлона provided a DRAFT letter and schedule for the 2022 Internal Audits. There were no concerns expressed and a suggestion was made to remove “Due” in the table. It will be sent only to Program Administrators.

### 4. Policy 2-100 (Viewing TNI Standards Incorporated by Reference)

Jerry provided some background on the way this Policy was developed.

Cathy Westerman commented by email that when she goes through rule making there are a number of people that need to see the Standard. The way things are now they would be viewing an illegal copy.

This Policy has to do with the public viewing.

The Standard that would be available for viewing has a watermark that shows it is an unlicensed copy. It cannot be used by labs to substitute buying a copy of the Standard. The Standard says it has to be an authorized copy. Labs must have a licensed copy for accreditation. CA labs will still need to buy the Standard. Jerry noted that about 300 labs in CA have purchased it.

Paul noted that CSDEC approved Policy 2-100 by email yesterday.

Section 1: Change state and federal to governmental.

Section 2: Remove line break.

Section 5: May be a little confusing. Idea is that TNI must receive a request in order to provide a link. Add “wishes the public” to utilize this system “must request access from TNI. TNI will then send them” a secure link “that the agency can share with the public”.

“For laboratories, “there are 3 steps ...

Bullet 1 should be on instead of “or”.

(i.e. a URL address cannot be shared.

Add only to “can only be accessed online).

Additional editorial changes were made. Jerry thinks the State of Virginia’s situation is a separate activity and does not need to be included in this SOP.

Ilona will wait to send out for vote until Jerry shares this with Christine Sotelo for review.

## 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 October 1, 2021 at 11am Eastern.

The meeting was adjourned at 12:32 pm 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>Absent</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>Absent</b>	PTPEC (Other)	Pace Laboratories	eric.smith@pacelabs.com
Paul Junio <b>Present</b>	CSDP (Lab)	Northern Lake Service, Inc.	paulj@nlslab.com
Jerry Parr (ex- officio) <b>Present</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 until 12:13</b>	Program Administrator	TNI	Ilona.taunton@nelac- institute.org