

**Policy Committee
Meeting Summary**

September 4, 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 August 21st meeting minutes were reviewed. A motion was made by Paul to approve the August 21, 2020 minutes as written. The motion was seconded by Elizabeth and unanimously approved.

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

The Committee continued its review starting at Section 5.6.7.

Section 5.6.7: Jerry suggested changing “accuracy” to “bias”. Sheri agreed.

Section 6:

6.1 – OK

6.2 - Section 6.2.15 (“the” to “each”), 16 and 17 – “all” laboratories. Remove capital letter start for 6.2.16 through 6.2.18.

Section 7: Second sentence is not part of the title. Remove bolding and put below.

7.1 – Add colon for first sentence.

7.2 – Add colon for first sentence.

7.3 – Add colon for first sentence.

7.4 – Break up paragraph into more paragraphs and correct reference in the last sentence.

7.5 – Add colon for first sentence. Change “are” in second line to “may be”.

7.6 – OK

Section 8 –

Quote both references and remove revision number from SOP 4-101.

Appendix A – OK

Appendix B – OK

A motion was made by Mei Beth to approve SOP 6-100 with the edits recommended by the Policy Committee and verbally approved by Sheri Heldstab (Chair, SSAS Expert

Committee) on the teleconference. The motion was seconded by Paul and there was no further discussion. The motion was unanimously approved.

Iлона will forward the recommendations on the SOP to Sheri so she can make the changes and Iлона can finalize it. She will upload the final version to DMS and send Jerry a copy on Monday so it can be included in the TNI Board meeting information.

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

Iлона raised the question about whether adding the ability to abstain needs additional procedures on how this is done. Paul provided the language from the various TNI programs that address how this handled.

An abstention lowers the number of votes needed to pass a vote. CSDP needs to put these procedures in place.

Language needs to be added to SOP 1-102. Jerry will expand the voting rules section and submit it for Policy review at the next meeting.

4. SOP 5-104: NEFAP Complaint SOP.

Iлона provided some history and noted that the PT Program will adopt a similar procedure after this SOP is finalized.

Define “reconsideration requests” – refer to appeal in the definition to make it clear.

Section 2 – Change “avenue” ... to “procedure”. Remove appealing and leave only complaining. Change “will” to “shall”.

After further consideration, the Committee decided that all program procedures should be reviewed for more of a consistent approach. Iлона will attempt to provide a summary of each program’s procedures and invite Lynn to the next meeting so she can provide input for NELAP.

5. Action Items

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

6. New Business

Jerry will confirm that the Strategic Plan has been published so that Policy can request updated Charters from the committees based on the new plan.

7. Next Meeting and Close

The next meeting will be held by teleconference on September 18, 2020 at 11:00am EDT.

The meeting was adjourned at 12:33pm 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 Absent	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) 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

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. 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

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

	Task Description	Document Number	TNI Contact	Committee Contact	Start Date	Complete Date	Communication	Notes
								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. 9-4-20: SOP 1-102 will be updated to include procedures.
21	Review of NEFAP revised SOP.	5-104	Ilona	Elizabeth	9-4-20			9-4-20: Review other program procedures and see if a consistent approach is possible.
22	Review of new SSAS SOP.	6-100	Ilona	Sheri Heldstab	8-21-20	9-4-20		8-21-20: Reviewed through section 5.6.6. 9-4-20: Review completed and SOP approved.
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.

