

**TNI Policy Committee Meeting Summary  
Friday, February 15, 2018**

**1. Welcome, Roll Call and Announcements**

In Patsy's absence, Silky welcomed everyone to the meeting. Attendance is recorded in Attachment 1. The minutes of January 18 were declared acceptable.

**2. Review and Approval of Expert Committee Operations SOP 2-101 Changes to Committee Membership Restrictions**

Bob's position as the CSDEC representative on Policy Committee will now be filled by the new CSDEC Chair, Paul Junio, but Bob participated in this meeting to submit and see the approval of the change to CSDEC's Expert Committee Operations SOP 2-101. Eric moved and Calista seconded that the document be approved, and all present voted in favor. The document will be offered to the Board of Directors as approved. A corresponding change will be needed for the Committee Operations SOP 1-101, although that is not considered a high priority item since there are no known instances of duplicate members on any non-expert committees at present.

**3. Final Approval of PTRL Guidance GUI 3-114**

This document was previously reviewed for additional requirements (there were none), but the committee requested that it use numbering instead of unnumbered bullets, for ease of use in training and other reference purposes. The numbering was accomplished and the document offered for review again. A few editorial changes were requested, to eliminate single subordinate numbered paragraphs and make them just second paragraphs of the parent, and to delete one parenthetical expression that referred to a now-non-existent bullet. Mei Beth moved and Paul seconded that the document be approved, and all present voted in favor. This document does not require Board review, but the Board will be notified. NOTE: both the PTRL and Calibration Guidance documents are now in PowerDMS in the "Other" folder. Jerry and the IT Committee will determine where they should be posted on the TNI website.

**4. Continued Review of Combined Evaluation SOP 7-101 Responses to Policy Comments**

Review began at §6.6.1 and continued through the document. The following comments were noted:

§6.6.3 – participants questioned why more than one witness (observation) might be needed, and it would be for an FSMO performing different types of sampling, for instance stack testing and a ground auger sampling technique.

§6.11 (6.11.5.1) – the executive committees' decisions are based upon verifying that the Recognition Committee followed its process, not on reviews of the actual evaluation reports. Participants noted that it might be a good idea to send copies of the Certificates of Recognition to state and EPA contacts, even though FSMO accreditation is not presently required by statute.

§8.4 – the reference to POL 104 should be changed to SOP 1-104.

§11 – date of last edits needs to be entered.

With those changes, Calista moved and Eric seconded that SOP 7-101 be approved, and all present voted in favor. Jerry will put the approved revision into PowerDMS and provide it to the Board for its endorsement.

**5. Review of NEFAP Nominations SOP 5-103**

This SOP was reviewed in June 2018 and returned to NEFAP. One request then was to consolidate all definitions into Section 4 of the document, but discussion revealed that for NEFAP,

the AB and FSMO definitions differ from those in the glossary, in conflicting ways, so that the decision was to leave the definitions in §5.4.2 of this SOP but to remove them from §4 and just mark that section “Reserved”. Other comments requested are noted below.

§5.4.2.1 – ex-officio members were added and they can vote

§5.4.2.2 – this SOP does not correspond with Policy’s recommendation to the Board about having multiple committee members from a single organization. A hard limit of two people per organization should be added to §5.4

§6.1 – add an exception to the 2-term limit for ex-officio members (from §5.4.2.1)

Ilona will see to these minor revisions and the document can then be returned for final approval.

At the end of the meeting, Bob thanked the committee for its assistance to him while serving as Chair of CSDEC.

## **6. Future Meetings**

The next meeting will occur on Friday, March 1, 2019, at 11 am Eastern. An agenda and documents will be sent in advance of the meeting.

**Attachment A**

Name/Affiliation	Representing	Present
Patsy Root, Chair IDEXX <a href="mailto:Patsy-Root@idexx.com">Patsy-Root@idexx.com</a>	TNI Board Secretary	No
Silky Labie, Vice Chair Env. Lab. Consulting & Technology, LLC Tallahassee, FL <a href="mailto:elcatllc@centurylink.net">elcatllc@centurylink.net</a>	At Large	Yes
JoAnn Boyd Southwest Research Institute, San Antonio, TX <a href="mailto:jboyd@swri.org">jboyd@swri.org</a>	Lab and FSMO	No
Calista Daigle Dade Moeller, Inc. <a href="mailto:cdaigle@amrad.com">cdaigle@amrad.com</a>	NEFAP Executive Committee	Yes
Virginia Hunsberger PA DEP <a href="mailto:vhunsberge@pa.gov">vhunsberge@pa.gov</a>	NELAP	Yes
Mei Beth Shepherd Shepherd Technical Services <a href="mailto:mbshep@sheptechserv.com">mbshep@sheptechserv.com</a>	At Large	Yes
Eric Smith ALS <a href="mailto:eric.smith@alsglobal.com">eric.smith@alsglobal.com</a>	PTP Executive Committee	Yes
Paul Junio Northern Lake Service, Inc. <a href="mailto:paulj@nslab.com">paulj@nslab.com</a>	CSD Executive Committee	Yes (Bob Wyeth also attending for transition)
Jerry Parr (ex-officio) Executive Director, TNI <a href="mailto:Jerry.Parr@nelac-institute.org">Jerry.Parr@nelac-institute.org</a>		Yes
Lynn Bradley, Program Administrator The NELAC Institute (Staunton, VA) <a href="mailto:lynn.bradley@nelac-institute.org">lynn.bradley@nelac-institute.org</a>		Yes
Ilona Taunton, Program Administrator <a href="mailto:Ilona.taunton@nelac-institute.org">Ilona.taunton@nelac-institute.org</a>		Yes
Alfredo Sotomayor (ex-officio) Milwaukee Metropolitan Sewer District, WI <a href="mailto:asotomayor@mmsd.com">asotomayor@mmsd.com</a>	TNI Board Chair	No