

**TNI Policy Committee Meeting Summary
Friday, January 18, 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 as "Other". Jerry and the IT Committee will determine where they should be posted on the TNI website.

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

This SOP was first reviewed in March of 2018, and returned for revision. PTPEC and NEFAP worked to address Policy's comments, and in addition to the revised document, Ilona provided an annotated copy of Policy's comments that explains how each comment was addressed.

The following discussion points were noted:

§3 – in the reference SOP 4-105, the extra parenthesis should be deleted. Participants discussed whether the "technical checklist" should be a controlled document, but traditionally neither the NELAP version nor the PTPEC or NEFAP versions have been. This is a document with much ISO language in it, freely available to Accreditation Bodies, that is updated only when the standard is revised. No clear decision was made.

Review stopped at the §6.5.3-6.9 item due to time limitations, and will resume with §6.6.1 at the next meeting.

4. Future Meetings

The next meeting will occur on Friday, February 1, 2019, at 11 am Eastern. An agenda and documents will be sent in advance of the meeting. Ilona will be taking notes and preparing the minutes, since Lynn will be travelling.

Attachment A

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