

**TNI Policy Committee Meeting Summary**  
**Friday, June 14, 2019**

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

Patsy welcomed everyone to the meeting and thanked Silky for covering both of the May meetings. Attendance is recorded in Attachment 1 – every member was present. The minutes of May 17 were declared acceptable.

**2. Update on Complaint #32**

The complaint identifies a discrepancy between the DoD WSM and TNI's LAMS about the CAS numbers of two perfluorinated compounds, and requests a complete audit of LAMS for analyte code references. It was referred to TNI's Information Technology Committee for a recommendation about how to proceed, and formally sent on May 3 to Mei Beth in her role as Chair of the IT Committee.

Mei Beth provided a verbal summary of the IT Committee's activity on this matter. The Database Administrator is ensuring that all names are correct for the PFAS acids and salts, but the issue of confirming LAMS information cannot be quickly addressed. Jerry noted that a larger but related issue arose in a Board meeting, about proliferation of method and analyte codes. Jerry estimates that a plan for addressing both issues (verifying/validating LAMS codes and chemical names plus identifying and removing possibly duplicative codes) will need at least three to six months to create, and that a task force will be created for this purpose.

Since further steps to address the complaint are beyond the scope of the IT Committee and await a recommendation to the Board from the task force, Jerry recommended that Ilona respond to this complaint by saying that the specific error identified has been corrected (the PFAS names) and that a task force will consider the codes in LAMS and ways to better manage them.

**3. Approval of Non-discrimination Policy POL 1-128**

This Policy was revised at the May 17 meeting but because a quorum was not present, approval of the document was postponed until this meeting. Silky moved and Paul seconded that the revised draft of POL 1-128 be approved and the vote was unanimous in favor of approval.

**4. Review and Approval of NELAP Voting SOP 3-101 (Five Year Review)**

This SOP was revised to address the changes requested by Policy at the May 17 meeting and returned for approval of the revisions. Silky noted that, in the history section, the word "adapt" would better be replaced by "change"; this was considered an editorial change only. Mei Beth moved and Silky seconded that the document be approved with that one edit, and the vote was unanimous in favor of approval.

**5. Review of Expected Conduct POL 1-129**

Silky provided a draft in policy format, to convert the Code of Conduct adopted by the Board in 2013. Jerry also provided a copy of ANSI's new code of conduct to committee members, not for substitution but to see if there might be other topics to be addressed in TNI's policy. The following comments were made during discussion:

- Section III -- The newly approved Non-discrimination policy POL 1-128 should be added to the list of documents. (NOTE: SOP 1-112, Program Reports, does not exist and has been removed from this list.)
- Section V -- Reword 1(b) to read “encourage and facilitate the full and open dissemination of all information necessary to enable complete and fair consideration of all points of view.” Move the former first sentence (about “staying current”) to become the final sentence of Section VII bullet 2, adding the word “additionally” for transition purposes.
- Throughout – change “additional guidelines” to “additional expectations”.
- Add Section X on consequences from the ANSI document, edited appropriately as follows: “Violation of this code will result in disciplinary action against participants, which may include termination of a participants’ continued participation and/or termination of participant’s TNI membership. The TNI Board of Directors will make any such determination of violation after receiving the information (however received, whether as a formal complaint or informally), and take action as it determines appropriate.”

The revised draft will be presented for approval at the June 21 meeting.

## **6. Future Meetings**

The next meeting will be Friday, June 21, 2019, at 11 am Eastern. The agenda and documents will be send in advance of the meeting, as usual.

The July 5 meeting will be cancelled due to the Independence Day holiday.

**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	Yes
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	Yes
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@nlslab.com">paulj@nlslab.com</a>	CSD Executive Committee	Yes
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, TNI <a href="mailto:lynn.bradley@nelac-institute.org">lynn.bradley@nelac-institute.org</a>		Yes
Ilona Taunton, Program Administrator, TNI <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