

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

1. Welcome, Roll Call and Announcements

Patsy welcomed everyone to the meeting. Attendance is recorded in Attachment 1. The minutes of March 1 were declared acceptable.

2. Final Review and Approval of Changes to TNI Committee Operations SOP 1-101

The detailed review of this document was completed at the March 1 meeting, but there was not a quorum present to approve it.

One detail was modified, to change the ex-officio exception for a NELAP AC appointee to CSDEC in Appendix A, to give that individual voting rights. With that change, Paul moved and Eric seconded that the SOP be approved, and the vote was unanimously for approval.

3. Review of Non-discrimination and Non-harassment Policy POL 1-128

The need for such a document was discussed once in 2018, but never revisited. The draft document was offered for committee consideration on March 1, with Patsy requesting that participants review the draft and look to see if their organizations have anything similar, for use as a comparison. Discussion resumed at this meeting.

The first question was whether an accompanying SOP will be needed. This led to a general discussion of whether other TNI policies have corresponding SOPs. Jerry agreed to research that and will provide feedback to the committee. NOTE: Some policies do have SOPs, more do not. This topic will be addressed further at the next meeting. There was also a brief discussion about whether the plans to update the TNI Committee Chair and Member training would be for CSDEC or TNI-wide, since there are a few SOPs for CSDEC that are not applicable TNI-wide; Paul indicated that they plan for a TNI-wide training course.

The consensus of participants, about this particular policy, was that we could add a clause to the policy stating generally to whom complaints should be addressed and how they might be processed, with a requirement for confidential handling of all such complaints. This language was generally agreed upon and will be added as section IV, then returned for further consideration and possible approval at the April 5 meeting.

4. Review of Planned Policies and SOPs Never Developed

Jerry provided a list of documents that were once assigned numbers but have never actually been written, and asked that the committee consider whether they are still needed. This list follows, along with a description of the committee's recommendation.

- SOP-1-103 Operations of TNI Board of Directors – not needed
- SOP-1-112 Content and Format of Program Reports – not needed
- POL-1-121 Management of Electronic Mail Messages – Jerry will research whether needed
- SOP-1-114 Management of Electronic Mail Messages – Jerry will research whether needed (existing Document Management SOP 1-104 specifically excludes email)
- SOP-1-120 Documenting Proceedings of TNI Committees and Boards – not needed as a stand-alone document, but perhaps we should take the language about meeting minutes from SOP 2-101 and adapt it to SOP 1-101?

5. Future Meetings

The next meeting is planned for Friday, April 5, 2019, at 11 am Eastern, but Patsy is not available and Silky was not present to say whether she will be available or not. If this meeting is held, an announcement as well as agenda and documents will be sent in advance. It is likely that the NEFAP Nominating SOP 5-103, several NELAP five-year reviews and possibly a PTPEC document will be ready for review at that time.

Attachment A

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