

**TNI Policy Committee Meeting Summary
Friday, November 15, 2019**

1. Welcome, Roll Call and Announcements

Patsy welcomed everyone to the meeting. Attendance is recorded in Attachment 1. The minutes of November 1 were accepted.

2. Review and Approval of Revised NELAP Evaluation SOP 3-102

The NELAP Accreditation Council approved its update to the evaluation SOP, just now as the 2019-2022 evaluation cycle is beginning. There are a few revisions to accommodate what turned out to be actual practice, as the previous significant revision was used in the previous cycle, and a change in the language about issuing certificates at the close of the evaluation and approval of recommendation to approve renewal of recognition for ABs, due to adoption of the POL 3-102, Relationship of NELAP AB Certificates of Recognition and the NELAP Evaluation Process. Both a clean version and a tracked-changes version were provided to Policy for review.

The entire SOP was reviewed, with a focus on the changes made. The following comments and edits were agreed upon by participants:

§4 – the definition of “audit” differs from the one in the glossary. Participants determined to eliminate the definition, defaulting to the glossary definition, and checked every instance of the word “audit” throughout the document (as review proceeded), to determine whether audit was appropriate (*e.g.*, for internal audits) or if the word should be changed to “assessment” or “evaluation”.

§5.5 – the term “bi-monthly” was removed, since it can refer to twice monthly or once every two months, leaving the noun “schedule” up to the discretion of the AC itself. A corresponding change was made in §7.2.

§8.4, 2nd paragraph – the term “audit” was replaced by “evaluated”; in the 3rd paragraph, the term “review/audit” was replaced by “a review”.

§8.5 – the term “quality system” was replaced by “quality management system”; a corresponding change was made to §86.1, in the 1st bullet.

§10 – since there is no subsection, the two titles were joined to read “Recommendation to the NELAP AC and Determination of the AB’s Recognition Status” as the title of the section.

§16 – in the 2nd paragraph, the term “formal” was replaced by “official” and the policy number was corrected.

§18 – the Mutual Recognition Policy POL 3-100 was added as a reference.

Appendix C – the signature block on the letter was modified to be generic.

With a bit of discussion and on Lynn’s recommendation, Policy determined to approve the changes as “editorial” while keeping the Revision Number as 5.0, on the condition that the revised document be returned to the NELAP AC as FYI, in case there are any objections to the changes made. Paul moved and Silky seconded a motion to that effect and approval was unanimous.

NOTE: an annotated and track-changes version of SOP 3-102, with comments about why the changes were made, was forwarded to the NELAP AC with the minutes of its most recent meeting, with a request for any objections to the changes to be raised by the following AC meeting.

3. Future Meetings

The next meeting will be Friday, December 6, 2019, at 11 am Eastern. The agenda and documents will be send in advance of the meeting, as usual.

The December 20 meeting date is not yet cancelled, in the event that some urgent need arises before then.

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	Yes
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	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@nlslab.com	CSD Executive Committee	Yes
Jerry Parr (ex-officio) Executive Director, TNI Jerry.Parr@nelac-institute.org		Yes
Lynn Bradley, Program Administrator, TNI lynn.bradley@nelac-institute.org		Yes
Ilona Taunton, Program Administrator, TNI Ilona.taunton@nelac-institute.org		Yes
Alfredo Sotomayor (ex-officio) Milwaukee Metropolitan Sewer District, WI asotomayor@mmsd.com	TNI Board Chair	No