

## **Policy Committee Meeting Summary**

**January 7, 2022**

### 1. Roll Call and Minutes Review:

Patsy, Chair, called the meeting to order at 11am Eastern on January 7, 2022, by teleconference. The meeting was attended by 7 Committee voting members (see Attachment A).

The minutes from the December 17<sup>th</sup> meeting were reviewed on Webex. A motion was made by Paul to approve the December 17, 2021, minutes as written. The motion was seconded by Mei Beth and there was no further discussion. The motion was unanimously approved.

### 2. SOP 3-114: Implementation Guidance Preparation and Approval

Definitions: Paul did some work on definitions and forwarded the information. There were some old definitions. Acronyms should not be in definitions. He corrected that.

Section 5:

5.1.4 - LASEC disagreed with the Policy Committee's comment. The Committee thinks this section should be stricken from the SOP. Decided that this is not critical. Policy does not agree, but will leave it. Should it be part of the Definition or Purpose sections of the SOP? There could be some confusion on when to use Implementation Guidance vs Guidance.

Changed to 4.1. Add Response.

Add "concisely" to Section 1.2.

Lynn provided an email with comments of what was changed and the Committee reviewed it and had no more comments.

Mei Beth made a motion to approve this SOP with the changes noted above. Paul seconded the motion. There were not more comments and the motion was unanimously approved.

If LASEC agrees with the changes, the SOP is final. Otherwise, we will receive another version.

### 3. Internal Audit Checklist

Iona prepared a DRAFT of the upper half for all Committee internal audit checklists that takes into account all the updates made to committee procedure SOPs in the last 2 years.

The changes were reviewed and agreed to with minor editorial changes. There were a few things that need to be added to the checklist once an SOP is finalized. These changes will be reviewed in February:

- Excel Line 44: SOP 1-125 (Committee Application and Membership Tracking Procedures) items need to be added to the checklist once this update is complete.
- Excel Line 49: SOP 1-101 (Operation of TNI Committees) items may need to be added to the checklist once this update is complete.

### 4. Action Items

The Action Item Summary table was reviewed in Dropbox.

### 5. New Business

None.

### 7. Next Meeting and Close

The next meeting will be January 28, 2022, at 11am Eastern. The normally scheduled meeting on January 21, 2022 will be canceled due to the conference.

The meeting was adjourned at 12:30 pm Eastern.

**Attachment A**

**Participants  
TNI Policy Committee**

Members	Represent	Affiliation	Contact Information
Patsy Root, Chair <b>Present</b>	TNI Secretary (Other)	IDEXX	Patsy-Root@idexx.com
Silky Labie, Vice Chair <b>Present</b>	At Large (Other)	Env. Lab. Consulting & Technology, LLC	elcatlc@centurylink.net
JoAnn Boyd <b>Absent</b>	At Large (Lab)	Southwest Research Institute, San Antonio, TX	jboyd@swri.org
Elizabeth Turner <b>Present</b>	NEFAP (Lab)	Pace Laboratories	Elizabeth.turner@pacelabs.com
Virginia Hunsberger <b>Present</b>	NELAP (AB)	PA DEP	vhunsberge@pa.gov
Mei Beth Shepherd <b>Present</b>	At Large (Other)	Shepherd Technical Services	mbshep@sheptechserv.com
Eric Smith <b>Absent</b>	PTPEC (Other)	Pace Laboratories	eric.smith@pacelabs.com
Paul Junio <b>Present</b>	CSDP (Lab)	Northern Lake Service, Inc.	paulj@nslslab.com
William Lipps <b>Present</b>	Advocacy (Other)	Shimadzu	wclipps@shimadzu.com
Jerry Parr (ex- officio) <b>Present</b>	Executive Director	TNI	Jerry.parr@nelac-institute.org
Alfredo Sotomayor (ex-officio) <b>Absent</b>	TNI BoD, Chair	Milwaukee Metropolitan Sewer District	asotomayor@mmsd.com
Ilona Taunton <b>Present</b>	Program Administrator	TNI	Ilona.taunton@nelac- institute.org