

## Policy Committee Meeting Summary

October 7, 2022

### 1. Roll Call and Minutes Review:

Patsy Root, Chair, called the meeting to order at 11am Eastern on October 7, 2022, by teleconference. The meeting was attended by 5 Committee voting members (see Attachment A).

### 2. SOP 7-101: TNI Accreditation Body Evaluation and Recognition Procedure used by the PT Program Executive Committee and NEFAP Executive Committee

Paul and Ilona met to discuss the definitions Paul inserted into the SOP as discussed at the previous meeting. The definitions were geared toward assessments and not evaluations. The Committee discussed whether the previous definitions should be left in and decided instead to try to improve the definitions, so they work for both assessments and evaluations:

<b>Finding</b>	An observation referenced to the applicable Standard, Procedures and Policies, that is supported by objective evidence. There are three types of findings: comments, concerns, and nonconformities.
<b>Comment</b>	A Finding about documents or practices with a potential for improvement; but still fulfilling the requirements.
<b>Concern</b>	A Finding where, in the opinion of the evaluation or assessment team, the practice may develop into a nonconformity.
<b>Nonconformity</b>	A Finding that provides evidence of failure to maintain conformance to the applicable Standard, Procedures or Policies.
<b>Recognition Committee</b>	A committee formulated and approved by the NEFAP Executive Committee and PT Program Executive Committee.
<b>Witness (for Evaluations)</b>	Observation of an assessment conducted by the applicant accreditation body by evaluation team member(s).

The definitions for “observation” and “organization” were removed.

Section 6.9.2: Added: Responses to Concerns and Comments from the AB are optional.

Section 6.11.5: Corrections were made to SOP references. Correction also made in References section.

Section 6.11.6: Needed to be updated to reflect changes made to issue certificates annually.

Section 6.12: The current language was stricken and replaced with:

All ABs will be issued a Certificate of Recognition annually, signed by the TNI Executive Director, contingent upon the most recent evaluation being satisfactory and assuming that the AB wishes to continue with the program.

Section 6.12 heading changed to: "Issuance of Certificate of Recognition to the AB" instead of "Recognition".

These changes will eliminate the need for a TNI Policy regarding issuance of certificates.

*(Addition: References and Related Documents need to still be updated prior to finalization.)*

A motion was made by Paul to approve SOP 7-101 as edited. The motion was seconded by Eric and unanimously approved. Ilona will work with the Executive Committee to review the changes for approval. If they are approved as made by the Policy Committee, the Committee will not need to vote again.

Ilona will review SOP 7-100 (Evaluation of Non-Governmental Accreditation Bodies (NGAB) for Accrediting Environmental Laboratories under Recognition by The NELAC Institute (TNI)) and see if any changes are needed to reflect changes made in SOP 7-101.

### 3. Action Items

The Action Item Summary table was reviewed in Dropbox.

### 4. New Business

None.

### 5. Next Meeting and Close

The next meeting will be October 21, 2022, at 11am Eastern.

The meeting was adjourned at 12:30pm 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>Absent</b>	NEFAP (Lab)	Pace	elizabeth.turner@pacelabs.com
Virginia Hunsberger <b>Present</b>	NELAP (AB)	PA DEP	vhunsberge@pa.gov
Mei Beth Shepherd <b>Absent</b>	At Large (Other)	Shepherd Technical Services	mbshep@sheptechserv.com
Eric Smith <b>Present</b>	PTPEC (Other)	Pace	eric.smith@pacelabs.com
Paul Junio <b>Present</b>	CSDP (Lab)	Pace	paul.junio@pacelabs.com
William Lipps <b>Absent</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