

## **Policy Committee Meeting Summary**

**December 16, 2022**

### 1. Roll Call and Minutes Review:

Silky Labie, Vice-Chair, called the meeting to order at 11am Eastern on December 16, 2022, by teleconference. The meeting was attended by 6 Committee voting members (see Attachment A).

The Committee has not met since October 21, 2022.

The October 21<sup>st</sup> minutes were reviewed. A motion was made by Paul to approve the October 21, 2022 minutes with a deletion to extra text left in under Section 2. The motion was seconded by Elizabeth and there was no further discussion. The motion passed unanimously.

### 2. Internal Audit Checklists

#### Timing for Internal Audits

William should update checklists on the website by 1/15/22. Complete actual audits by mid March?

#### NELAP AC Checklist

Excel line 42 and 46: Add “at least” to review of minutes.

Line 43: Change to a question.

Line 47: Shouldn't 3-105 be referenced also since the 45 days is from that SOP?  
Add 3-105: Section 5.7.3.

Line 48: Change question to “Did”

Line 50 - “was it”

Line 51 - “Was”

Changes were made to correct statements to questions. Ilona commented that the other checklists don't ask questions. They are statements. Paul would prefer that the tense be past tense. Ilona will switch backs to statements when sending to William.

Delete Line 57 - Review is always completed. Not firm time frame.

Line 59 and 60 - Change language to better reflect what is in the SOP to avoid confusion.

Line 55 - Remove term “conference” and use meeting as used in SOP. Also reference Appendices H and I.

Line 56 - Change to a statement.

Add a question about whether the supplementary report is done. Became Line 57.

Line 62. No need to reference the section in the statement.

Remove requirement to follow 1-104 because that is already in the upper half the checklist.

Line 71 - NELAP AC review should be completed. Delete. Not auditable.

Consider changing language in SOP.

The Committee will continue its review of this Checklist and the LASEC checklist on 12/30/22 in an additional meeting.

### 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 December 30, 2022, at 11am Eastern.

The meeting was adjourned at 12:35pm Eastern.

**Attachment A**

**Participants  
TNI Policy Committee**

Members	Represent	Affiliation	Contact Information
Patsy Root, Chair <b>Absent</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	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>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