

Policy Committee Meeting Summary

December 17, 2021

1. Roll Call and Minutes Review:

Silky, Vice-Chair, called the meeting to order at 11am Eastern on December 17, 2021, by teleconference. The meeting was attended by 5 Committee voting members (see Attachment A).

The minutes from the December 3rd meeting were reviewed on Webex. A motion was made by Paul to approve the December 3, 2021 minutes as written. The motion was seconded by Virginia and there was no further discussion. The motion was unanimously approved.

2. Charters

PTPEC

The Committee resubmitted their Charter. They agreed with Policy's review and made a few additional changes.

Objective 1 Success Measure bullet 5: Delete "noted in the Annual PTPA reports."

A motion was made by Paul to approve the PTPEC Charter after formatting and numbering corrections are made. The motion was seconded by Eric and unanimously approved.

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

Section 1.1 - Leave IG. Policy would prefer it to be spelled out but will not object if committee feels strongly about this.

Section 1.2 - Delete "and problems by clarifying the intent of the Standard or". Change "practices" to "activities". Change "creators" to "authors".

In Section 2.0 - needs to be best practices instead of single (best practice). Delete "a" in first sentence.

Section 3.0 – Change to "reserved". There do not appear to be any related documents.

Section 4.1 - Delete last two sentences. Addressed in SOP. Not part of a definition.

Section 4.3 - Substitute current language in Glossary.

Section 4.4 - Substitute current language in Glossary.

Section 4.5 - LASEC SIR Subcommittee. Only change.

Restart at Section 5.0 at next meeting.

4. Action Items

An Action Item Summary can be found in Dropbox.

5. New Business

Jerry will revise SOP 1-101 (Operation of TNI Committees) so that SOP 1-126 (Preparation for Monthly and Annual Reports) can be eliminated.

6. Next Meeting and Close

The next meeting will be January 7, 2022, at 11am Eastern. The 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 Absent	TNI Secretary (Other)	IDEXX	Patsy-Root@idexx.com
Silky Labie, Vice Chair Present	At Large (Other)	Env. Lab. Consulting & Technology, LLC	elcatlc@centurylink.net
JoAnn Boyd Absent	At Large (Lab)	Southwest Research Institute, San Antonio, TX	jboyd@swri.org
Elizabeth Turner Absent	NEFAP (Lab)	Pace Laboratories	Elizabeth.turner@pacelabs.com
Virginia Hunsberger Present	NELAP (AB)	PA DEP	vhunsberge@pa.gov
Mei Beth Shepherd Present	At Large (Other)	Shepherd Technical Services	mbshep@sheptechserv.com
Eric Smith Present	PTPEC (Other)	Pace Laboratories	eric.smith@pacelabs.com
Paul Junio Present	CSDP (Lab)	Northern Lake Service, Inc.	paulj@nlslab.com
Jerry Parr (ex- officio) Present	Executive Director	TNI	Jerry.parr@nelac-institute.org
Alfredo Sotomayor (ex-officio) Absent	TNI BoD, Chair	Milwaukee Metropolitan Sewer District	asotomayor@mmsd.com
Ilona Taunton Present	Program Administrator	TNI	Ilona.taunton@nelac- institute.org