

Policy Committee Meeting Summary

December 30, 2022

1. Roll Call and Minutes Review:

Silky Labie, Vice-Chair, called the meeting to order at 11am Eastern on December 30, 2022, by teleconference. The meeting was attended by 6 Committee voting members (see Attachment A).

The December 16th minutes were reviewed. A motion was made by Paul to approve the December 16, 2022 minutes as written. The motion was seconded by William and there was no further discussion. The motion passed unanimously.

2. Internal Audit Checklists

NELAP AC Checklist – con't

Continue on Excel Line 72

76 - Leave. If you don't have any disputes ... it could be marked as N/A.

80 - Remove "nature of the" to help auditor understand the item.

81 - change "wan put into" to "is in".

85 - Added "decided" instead of "provided a decision".

86 - Remove reference to the SOP that is already provided.

88 - How would this be audited? How would you know? What records would you look at to see if a laboratory complained? Not auditable. Remove.

89 and 90 - Need to review the entire SOP and request a possible update to this SOP.

Items 5 & 6 should also provide evidence?

95 - Does not adequately reflect what the SOP states. Changed to: The next NELAP AC minutes note that the changes in the AB's NELAP recognized environmental laboratory accreditation program do not place that program of out compliance with the current standard.

Paul made a motion to approve the changes noted above and on December 16, 2022. Eric seconded the motion and there was no further discussion. The motion was approved unanimously. The Checklist needs to be sent to NELAP AC to confirm changes.

LASEC Checklist

Starting at Excel line 37 in the Excel Spreadsheet

43 - Delete text after “balanced”.

44 - Past tense.

45 - “maintains” instead of “will maintain”.

47 - Is this deleted item in the CSDP checklists? Paul will check to make sure this covered.

48 – Reworded.

51 - The minutes will need to capture this in the minutes. Is this intended? Policy will leave as is ... since this is what is in the SOP.

52 - Turn into two audit items - Assigned IG number is separated out.

Paul made a motion to approve the changes noted above. Elizabeth seconded the motion and there was no further discussion. The motion was approved unanimously. The Checklist needs to be sent to LASEC to confirm changes.

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 confirmed by email. (*Addition: Next meeting – February 3, 2023 at 11am Eastern.*)

The meeting was adjourned at 12:32pm 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 Present	NEFAP (Lab)	Pace	elizabeth.turner@pacelabs.com
Mei Beth Shepherd Present	At Large (Other)	Shepherd Technical Services	mbshep@sheptechserv.com
Eric Smith Present	PTPEC (Other)	Pace	eric.smith@pacelabs.com
Paul Junio Present	CSDP (Lab)	Pace	paul.junio@pacelabs.com
William Lipps Present	Advocacy (Other)	Shimadzu	wclipps@shimadzu.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