

## **Policy Committee Meeting Summary**

**February 25, 2022**

### 1. Roll Call and Minutes Review:

Patsy Root, Chair, called the meeting to order at 11am Eastern on February 25, 2022, by teleconference. The meeting was attended by 5 Committee voting members (see Attachment A).

### 2. SOP 1-101: Operation of TNI Committees

The Committee continued its review of SOP 1-101.

In Section 12, the term “group” was changed to “committee” throughout and minor editorial changes were made for clarity.

Section 12.1.3: The following was added: Financial data is to be redacted from the published report.

Section 12.3.4: Delete information about sharing the report for review with chairs and staff.

There was extensive conversation about exceptions and what these mean to NELAP, CSDP and NEFAP. Shouldn't all committees follow SOP 1-101? The program SOPs should only include information that is not included in SOP 1-101 or procedures that need to be different. Once SOP 1-101 is finalized, a note needs to go to each program requesting that they update their appropriate SOPs.

Related to the discussion above, there was also an extensive conversation on whether the SIR process is autonomous. It was determined that the following language is appropriate for LASEC in the exceptions table in Appendix A: The SIR Subcommittee has delegated authority to act on behalf of the LAS EC, as documented in the Committee Charter.

The Committee then went back to Definitions and spent quite a bit of time working on committee membership definitions. The concept of “elected member” was added. Final definitions will be updated by Paul before the next meeting.

The Committee wants to look at the SOP one more time before voting, so it will be reviewed for vote on March 4, 2022.

### 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 March 4, 2022, at 11am Eastern.

The meeting was adjourned at 12:31 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>Absent</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>Absent</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@nslab.com
William Lipps <b>Present (joined at 11:15 Eastern)</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