

Policy Committee Meeting Summary

February 3, 2022

1. Roll Call and Minutes Review:

Silky Labie, Vice-Chair, called the meeting to order at 11am Eastern on February 3, 2023, by teleconference. The meeting was attended by 5 Committee voting members (see Attachment A).

The Committee last met on December 30, 2022.

The December 30th minutes were reviewed. A motion was made by Paul to approve the December 30, 2022, minutes as written. The motion was seconded by Elizabeth and there was no further discussion. The motion passed unanimously.

2. Committee Membership

Virginia has resigned from the Committee. Ilona will check with Lynn to find out about a replacement from the NELAP AC.

Jerry will look for an At-Large member to replace JoAnn.

It would be better to have 9 members than only 8. This will make it easier to maintain a quorum at meetings.

3. Policy Tracking List

Patsy, Silky, Paul, Jerry and Ilona met to work on the tracking list and prepare for 2023. The updates were summarized.

Patsy felt very strongly that the Voting SOP needs to be one SOP. The differences are the exceptions and should be in an appendix. Jerry will add this to the next TNI Board of Directors meeting as a topic for discussion.

4. SOP 3-105: Standard Interpretation SOP

The Committee continued its review starting at Section 5.5.

Section 5.5.2: Paul noted that if the Expert Committee thinks it is clear, no justification is needed. Ilona reminded people of history. The goal is to have a process if there is disagreement, and this section does cover this. Paul is OK with what is there.

Bullets under Section 5.5.2 should actually fall under Section 5.5.3. Jerry also commented that this overall section is Assignment. This is a new section - Development of the Response.

LASEC needs to take a look at the flow of the SOP and make sure it is what is intended and proper section headings are used.

Ilona and Jerry looked at the CSDP SOPs and the process is described in SOP 2-100 (Procedures Governing Standards Development) and 2-101 (Procedures for Expert Committee Operation). The information in 2-101 Section 4.1 needs to be moved to 2-100 and then SOP 3-105 can refer to this SOP for process. Information in Section 5.6 should be considered in the update to SOP 2-100. This would allow the language in Section 5.6 to be deleted? Add to Tracking List.

Move Section 5.6.2 to the Charter. The SOP can refer to the Charter if needed. A cross note will go into the Charter review document.

Section 5.6.3 - Super majority vote requirement is not a bullet. Just part of the paragraph.

Section 5.6.4 – See DRAFT SOP 3-105 dated with today's date for additional comments.

Cross out last line in Section 5.7. 4.

6.0 Implementation by the ABs should be considered. How are they implemented? How is it reviewed by the Evaluation Teams? Does the Evaluation SOP need to be updated?

The Policy Committee is having a tough time understanding SOP 3-105.

- Roll of the Subcommittee and LASEC is not clear.
- Section 5.6 needs to be reviewed for continuity and clarity.

Ilona needs to send this back to LASEC for another DRAFT before the Committee can finish its review.

5. LASEC Charter

Send Charter back with SOP - need additional information.

6. SOP 3-105 Flow Chart

There is no mention of the Subcommittee in the Flow Chart.

7. Action Items

The Action Item Summary table was reviewed in Dropbox.

8. New Business

None.

9. Next Meeting and Close

The next meeting will be February 17, 2023, 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 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 Abasent	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