

## **Policy Committee Meeting Summary**

**April 22, 2022**

### 1. Roll Call and Minutes Review:

Patsy Root, Chair, called the meeting to order at 11am Eastern on April 22, 2022, by teleconference. The meeting was attended by 6 Committee voting members (see Attachment A).

The meeting minutes for April 1<sup>st</sup> were reviewed. A motion was made by Paul to approve the April 1, 2022, minutes with the following corrections: Action table was not reviewed. The motion was seconded by William and unanimously approved.

### 2. SOP 2-101: Procedures for Expert Committee Operation

Ilona prepared a comparison of differences between CSDP's committee procedures and TNI committee procedures. The Committee agreed that SOP 2-101 should be incorporated into SOP 1-101 (Operation of TNI Committees) as an Appendix that contains the differences. Paul volunteered to do this for CSDP and Ilona will add an Appendix for NEFAP and work with Lynn to add one for NELAP.

### 3. Internal Audit Checklists

Paul will provide a copy of the CSDP Internal Audit Checklist updates for review next month.

### 4. SOP 3-101: Voting Procedure for General Business and Laboratory Accreditation Matters

It was suggested that the committee take a different approach to this SOP. Just need an appendix with differences compared to SOP 1-102 (Voting Rules for TNI Committees). The table of differences could be updated to include the differences from SOP 3-101.

There are some additional definitions in 3-101.

Delete "Meeting" definition.

Differences: NELAP has veto votes, needs discussion votes and proxy voting. 2/3 of membership needs to be present to vote on matters of laboratory accreditation. It cannot

be done later with electronic votes. Committee members cannot abstain for matters of laboratory accreditation (SIRs). There are 5 differences.

NEFAP has veto votes and proxy voting.

Electronic voting is covered in 1-102.

SIR definition is not consistent with the glossary. Correct definition was inserted.

Patsy thinks we need one SOP - exception page. Ilona will work on a DRAFT of SOP 1-102 that includes exceptions for NELAP and NEFAP. Paul will look at CSDP.

#### 5. SOP 1-118: Development of Position Statements

The Committee only reviewed the updates: Section 5.4 and 5.5.

Section 5.4: “Committees” instead of “bodies”. “To be followed”.

Section 5.5: OK.

A motion was made by Paul to approve SOP 1:118 as changed above. William seconded this motion and there was no further discussion. The motion was unanimously approved.

The changes are editorial comments so there is no need to go back to the Advocacy Committee before finalizing this SOP.

#### 6. SOP 1-115: TNI Newsletter Preparation and Distribution

The Committee reviewed the track changes version. This Advocacy’s 5 year review as noted in the changes table.

Section 5.2: Sometimes articles may be written by TNI members. This is OK per new language.

Section 5.7: Add a space after “to”.

Added review and effective dates. Jerry will prepare for finalization and inform Board of update.

A motion was made by Paul to approve SOP 1-115 as edited. The motion was seconded by Virginia and there was no further discussion. The motion was unanimously approved.

## 7. SOP 6-100: Conducting Pilot Studies for New Concentration Ranges and Acceptance Limits for Source Sampling Audit Samples

Header needs to be fixed.

In definitions, spell out DL, ASRL and AV in left column. Where there are conflicts with PTPEC, SSAS should be part of the name in left column.

SSAS AV - There is not a “known” concentration. It should be a “theoretical” concentration. Define “property”. Remove “proficiency test” since it is not applicable to SSAS.

Should be SSAS b, c, d and define y-intercept and slope in left column.

The review will resume next meeting in Definitions.

## 8. Action Items

The Action Item Summary table was reviewed in Dropbox.

## 9. New Business

None.

## 10. Next Meeting and Close

The next meeting will be May 6, 2022, at 11am Eastern.

The meeting was adjourned at 12:30 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>Present</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</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