

Policy Committee Meeting Summary

May 6, 2022

1. Roll Call and Minutes Review:

Patsy Root, Chair, called the meeting to order at 11am Eastern on May 6, 2022, by teleconference. The meeting was attended by 5 Committee voting members (see Attachment A).

The meeting minutes for April 22nd were reviewed. A motion was made by William to approve the April 22, 2022, minutes with the following corrections: correct spelling of “intercept”. The motion was seconded by Virginia and unanimously approved.

2. Internal Audit Checklists

CSDP Executive Committee

This checklist is a little different than the others because there are TNI Standard related requirements that don't apply to the other committees.

SOP 1-125 (Committee Application and Membership Tracking Procedures) needs to be added to the checklist. Compare to Policy checklist to add things. Ilona will check for other things.

References need to be checked – Paul will update these.

This checklist will be looked at next month.

Expert Committee Checklist

Everything above the solid line will be updated with the updates from the CSDP checklist.

References need to be specific. It looks like these checklists need to have references and language confirmed. Paul will do this.

Policy 1-129 (Expected Conduct of Participants in TNI Activities) gives procedure for how to deal with a rogue chair. SOP 2-100 (Procedures Governing Standards Development) Section 2.2 and 6 also provides information. The policy is specific to chairs and committee members. The language in 2-100 is more generic.

Emphasize language in SOP 1-124 (TNI Internal Audits). Checklist should be updated when SOPs are updated.

Jerry will update TNI Board agendas to make sure PAs know which SOPs apply to which committee.

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

Some definitions should be removed because they are only defining the acronym. The mathematical information does not need to be in the definitions if it is explained in the body of the SOP.

The other changes were made appropriately.

Need to correct Definitions section before we finalize this update. See example with "AV". These changes will keep the TNI Glossary from becoming cluttered.

This information will be given to Sheri Heldstab to update.

4. SOP 6-101: SSAS Table Management

The definition of Participant should be specific to SSAS. Concern was raised maybe it is better not to put SSAS before Participant because this would cause a conflict with their Standard? SSAS Expert Committee should consider this.

Delete "should".

Sponsor should be "SSAS" Sponsor.

Delete last sentence of Section 5.1.6.1 because definition of Sponsor says a sponsor is a regulatory agency.

Updated Section 5.1.6 to simplify and be consistent with the definitions. A similar change was done in Section 5.1.7.

5.3.4.7 - stopping point. The review will continue here at the next meeting.

5. SOP 1-101 (Operation of TNI Committees)

Ilona added exceptions for NELAP and NEFAP based on their voting SOPs. She asked the Committee to look at this to be sure the SOP is being updated as requested. There was support for the format.

Paul will update the CSDP information for discussion and review at the next meeting.

6. Action Items

The Action Item Summary table was reviewed in Dropbox.

7. New Business

None.

8. Next Meeting and Close

The next meeting will be May 20, 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 Present	TNI Secretary (Other)	IDEXX	Patsy-Root@idexx.com
Silky Labie, Vice Chair Absent	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 Absent	PTPEC (Other)	Pace Laboratories	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