Policy Committee
Meeting Summary

July 15, 2022

1. Roll Call and Minutes Review:

Patsy Root, Chair, called the meeting to order at 11am Eastern on July 15, 2022, by
teleconference. The meeting was attended by 6 Committee voting members (see
Attachment A).

A motion was made by Paul to approve the June 17, 2022, minutes as written. The
motion was seconded by Elizabeth. There was no further discussion, and the motion was
unanimously approved.

A motion was made by Paul to approve the July 8, 2022, minutes with an editorial change
to the Internal Audit Checklist. The motion was seconded by Elizabeth. There was no
further discussion, and the motion was unanimously approved.

2. SOP 1-102: Voting Rules for TNI Committees

The updates Jerry made to the last version of SOP 1-102 needed to put into DRAFT SOP
1-102 the committee worked on a number of weeks ago. Jerry made updates to provide
for Unanimous Consent procedures.

It is noted that SOP 2-100 (Procedures Governing Standards Development) needs some
language changes to address the review of a new Standard by the CSDP. Paul will take
this back to the CSDP Executive Committee.

Section 4:

Added a new definition: Unanimous Consent: A parliamentary procedure used to
eliminate a formal vote on questions in which the existence of a consensus is likely.

Section 5.1:

Add 5.1.5: A committee may use the unanimous consent process for any item where no
one objects; Unanimous Consent cannot be used for any item that requires a Super
Majority vote.

This SOP will need to be set aside until we hear back from Lynn regarding Appendix A
for LASEC and NELAP AC.

3. CSDP Checklist

    The "Top Half" checklist applies to committees other than Expert and Executive Committees. Checklist approved by acclimation.

    CSDP Executive Checklist approved following a discussion that the Committee trusts the review work done by Paul, similar to the work done by Ilona. Motion by Silky; second by Elizabeth. All voted in favor.

    CSDP Expert Checklist approved in the same manner. Motion by Elizabeth; second by Silky. All voted in favor.

    Paul will verify with Ilona what the due dates are for the completion of the Internal Audits. With that date confirmed, the checklists will be released to the Chairs and PAs through the Internal Audit Database.

    (Addition: Ilona missed the last 30 minutes of the call so met with Paul Junio on 7/15/22 to finalize these checklists. There were still changes needed to finalize the documents. The changes were made to the Policy "Top Half" of checklist and to the CSDP EC and Expert Committee checklists. These changes will be presented to the Policy Committee on 8/12/22.)

4. SOP 6-101: SSAS Table Management

    Jerry recommended that we table discussion of SOP 6-101. There is a call with EPA scheduled for July 25th, at which point the future of the SSAS will likely be decided. Patsy asked what the impact might be if the program were disbanded. Jerry explained that SSAS is an independent check on a laboratory's quality. Data that he has reviewed indicates that quality in this discipline is quite good. If this program goes away, there is no check. TNI (or some other organization) could require air PT samples, but those samples are rather different than this program's audit samples

5. SOP 4-107: FoPT Table Management

    Section 5.0
    -   Added 'documented' regulatory need to make sure it is needed.
    -   Change NELAC to TNI
    -   CAS # 'if available'
    -   Delete CAS from WET
    -   Following WET Analyte, add (endpoint)

    Section 8.2: Append 'and thus must follow the procedure in Section 9' at the end.

ARA first appears in Section 9.2, so move Analyte Request Application (ARA) to 9.2 from 9.3.1.

Section 9.3.1: 2nd bullet is the reason for 'documented' in 5.0 above.

Review at the next meeting will begin at Section 9.3.2.

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 August 12, 2022, at 11am Eastern. There will be no meeting on August 5th because of the conference.

The meeting was adjourned at 12:30pm 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 **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
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	eric.smith@pacelabs.com
Paul Junio **Present**	CSDP (Lab)	Pace	paul.junio@pacelabs.com
William Lipps **Absent**	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 until noon Eastern. Paul Junio took notes in last 30 minutes.**	Program Administrator	TNI	Ilona.taunton@nelac-institute.org