

Policy Committee Meeting Summary

July 8, 2022

1. Roll Call and Minutes Review:

Patsy Root, Chair, called the meeting to order at 11am Eastern on July 8, 2022, by teleconference. The meeting was attended by 6 Committee voting members (see Attachment A).

The Committee needed more time to review the minutes so they will be approved next week.

The Committee did not meet on July 1, 2022.

2. 3-114 (Preparation and Approval of Implementation Guidance for the Laboratory Standards) Discussion

An email was received from Lynn Bradley on 6/26/22:

At its June 23 meeting, the full LASEC discussed the outcomes of the June 17 Policy Committee meeting, and while most of the changes were deemed acceptable the committee members determined that a better term for the former Implementation Guidances would be “Potential Compliance Strategies”. The full committee has approved this new name with a formal vote.

I hope that you will find the change acceptable, but I am notifying you all so that if you choose to object to this change, you can do so before the new term gets introduced during the LASEC session at conference in August.

Paul would prefer we keep “Implementation Guidance” and does not like the proposed title. Patsy doesn’t like the term “Compliance”. It gives it more weight. Paul noted it could be confusing. Others also preferred “Implementation Guidance” over the new suggestion. Ilona likes “Best Practices” because it is a common term in our industry and thus it is clear it is not a requirement ... just an option.

Other suggestions for terms included:

Implementation Strategies or Potential Implementation Strategies

Suggested Practices

Approaches for Implementation

Implementation Ideas

Patsy liked Implementation Strategies because it would allow for different paths. Silky noted that it could be confusing if you post different strategies on the same site.

Paul and Jerry read definitions for Best Practices. The concern is that since it is called “Best”, people may feel they have to do what is described.

The Committee looked at the website page. The disclaimer addresses the concern that Implementation Guidance is too weighty a term. Consider keeping current term. The language could be updated - “Potential approaches” instead of “best practices”. Start with these documents instead of “Implementation Guidance”. Let LASEC update the website as needed.

Patsy surveyed the committee and there was general agreement with the title change LASEC is proposing.

Policy finds the proposed word change to “*Potential Compliance Strategies*” as voted upon by LASEC to be acceptable.

Additional wordsmithing will be needed on the relevant web page.

3. SOP 1-110: Educational Delivery System

The STP is an internal document for training staff and is only shared among staff.

Patsy asked about the difference between webcasts and on demand. Difference in software. Webcasts are just recordings.

Jerry shared copies of the STP and new database so people could understand their reason why training report templates were deleted.

Training reports and footnote examples were deleted. The training categories were updated, and the rest of the changes were editorial.

A motion was made by Paul to approve SOP 1-110 as received with minor editorial changes. The motion was seconded by Elizabeth and there was no further discussion. The motion was unanimously approved.

Jerry will send it to the Board for finalization and then it will be added to the SOP folder.

4. CSDP Internal Audit Checklist

CSDP Executive Committee

Need to add more Executive Committee procedures such as the Standard Review and ANSI requirements for posting that Bob does. Paul will update this.

The information above the line should be correct. This Checklist will be looked at again next week.

CSDP Expert Committees

There were concerns expressed that some of the checklist items may actually be CSDP Executive Committee Checklist items. Paul will work on the wording and placement of checklist items and resubmit it for review next week.

5. Action Items

The Action Item Summary table was reviewed in Dropbox.

6. New Business

None.

7. Next Meeting and Close

The next meeting will be July 15, 2022, at 11am Eastern. There will be no meeting on August 5th because of the conference. It will be on the 12th of August instead.

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 – left at noon Eastern.	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 Absent	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 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