

## **Policy Committee Meeting Summary**

**August 12, 2022**

### 1. Roll Call and Minutes Review:

Patsy Root, Chair, called the meeting to order at 11am Eastern on August 12, 2022, by teleconference. The meeting was attended by 6 Committee voting members (see Attachment A).

A motion was made by Paul to approve the July 15, 2022, minutes as written. The motion was seconded by Virginia. There was no further discussion, and the motion was unanimously approved.

### 2. SSAS Program

EPA essentially canceled the program on 7-25-22 given the discussion between Sheri Heldstab (Chair, SSAS), Jerry Parr, Ilona Taunton and EPA representatives. They have no interest in changing any of their requirements at this time. Sheri will be retiring and the SSAS Expert Committee will be disbanded. There is no need to finish going through any of the SSAS SOPs. They will be archived.

The next meeting will be on the 19<sup>th</sup> since the committee did not meet during the Conference. Silky will be able to Chair this meeting. The September 2<sup>nd</sup> meeting will be canceled due to the holiday.

*(Addition: There were not enough members available to meet on the 19<sup>th</sup>, so there was no meeting.)*

### 3. Internal Audit Checklists

#### Policy Committee – Upper Half of Checklist

The changes in red were reviewed by the committee. A motion was made by Paul to accept this upper half of the Policy checklist for use on all internal audits except for CSDP. The motion was seconded by William and there was no further discussion. The motion was unanimously approved.

### CSDP EC Checklist

CSDP EC complies with SOP 1-101 (Operation of TNI Committees) and the Expert Committees comply with SOP 2-101 (Procedures for Expert Committee Operation). The checklists need to reflect this.

- Acronyms need to be spelled out.
- Ensure tense is used consistently through the document.
- Additional changes were made to be consistent with similar items in the Policy Upper Half of the Checklist.
  - o Updated: SOP 1-125: 5.2.6 - 5.2.10. Membership status is current in the TNI application/membership database.
- Clarification were made to make sure checklist items that apply to the Expert Committees are on their checklist.

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A motion was made by Silky to approve the CSDP EC checklist modified as described above. The motion was seconded by William and there was no further discussion. The motion was unanimously approved.

### CSDP Expert Committee Checklist

Paul will make the changes to the upper half of the CSDP EC checklist and copy the upper half to the top half of the Expert Committee Checklist.

Tenses need to be corrected throughout the checklist.

A motion was made by Silky to approve the CSDP Expert Committee checklist modified as described above. The motion was seconded by Virginia and there was no further discussion. The motion was unanimously approved.

## 4. SOP 4-107: FoPT Table Management

The review was started at Section 9.3.2.

Section 10: Does the 45-day review period need to be mentioned in this section?

The Committee completed its review and the comments and recommended changes will be forwarded to the PTPEC for consideration.

## 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 August 19, 2022, at 11am Eastern.

*(Addition: The Committee did not meet on the 19<sup>th</sup>. The next meeting will be September 16, 2022.)*

The meeting was adjourned at 12:30pm 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	elizabeth.turner@pacelabs.com
Virginia Hunsberger <b>Present</b>	NELAP (AB)	PA DEP	vhunsberge@pa.gov
Mei Beth Shepherd <b>Present – Joined 11:40.</b>	At Large (Other)	Shepherd Technical Services	mbshep@sheptechserv.com
Eric Smith <b>Absent</b>	PTPEC (Other)	Pace	eric.smith@pacelabs.com
Paul Junio <b>Present</b>	CSDP (Lab)	Pace	paul.junio@pacelabs.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