

Policy Committee Meeting Summary

September 16, 2022

1. Roll Call and Minutes Review:

Patsy Root, Chair, called the meeting to order at 11am Eastern on September 16, 2022, by teleconference. The meeting was attended by 5 Committee voting members (see Attachment A).

A motion was made by William to approve the August 12, 2022, minutes as written. The motion was seconded by Paul. There was no further discussion, and the motion was unanimously approved.

2. SOP 7-101: TNI Accreditation Body Evaluation and Recognition Procedure used by the PT Program Executive Committee and NEFAP Executive Committee

Paul will confirm definitions and send the review to Ilona, Patsy and Jerry.

Recommendations:

- Add “calendar” days to Section 6.2.4.
- Section 6.4.2 - be consistent with capitalization of subheadings.
- Need new Style Guide updates - abc instead of 5 numbers.
- Use the term witnessing instead of Observation.
- At a section at the beginning of Section 6 that summarizes what is below. It can be as simple as “This section contains the following procedures”. Bullet the titles of the sections below.
- Delete 7.2 because 7.3 takes care of it.
- Four year review of SOP.
- Editorial changes made by Patsy.

A motion was made by Paul to approve SOP 7-101 as edited. The motion was seconded by William and unanimously approved. Paul will still work on the definitions and then the Executive Committees will review the changes for approval.

3. SOP 2-102 (CSDP EC Procedure for Addressing Conflicts of Interest)

Paul used the other program SOPs to prepare this DRAFT. Changes were made to Section 5 because the CSDP EC does not have to be concerned about balance.

Recommendations:

- This SOP only covers CSDP EC and not the Expert Committees. This needs to be clear in the SOP. SOP 2-101 (Procedures for Expert Committee Operations) will need to be updated to include conflict of interest language.
- SOP 2-101 needs to be added to the references.

A motion was made by William to approve SOP 2-102 with the edits above. The motion was seconded by Paul and unanimously approved. .

4. Action Items

The Action Item Summary table was reviewed in Dropbox.

5. New Business

None.

6. Next Meeting and Close

The next meeting will be October 7, 2022, at 11am Eastern.

The meeting was adjourned at 12:15pm 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 Absent	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