

Policy Committee Meeting Summary

May 20, 2022

1. Roll Call and Minutes Review:

Silky Labie, Vice-Chair, called the meeting to order at 11am Eastern on May 20, 2022, by teleconference. The meeting was attended by 6 Committee voting members (see Attachment A).

The meeting minutes for May 6th were reviewed. A motion was made by Paul to approve the May 6, 2022 minutes as written with updates to Paul's contact info and company name for Pace. The motion was seconded by Virginia and unanimously approved.

2. SOP 1-101 (Operation of TNI Committees), SOP 2-101 (Procedures for Expert Committee Operations) Discussion

There has been a flurry of emails regarding these SOPs. Paul provided a review of emails to the Committee. Paul asked if Policy has any guidance to take back to CSDP.

Jerry commented that SOP 2-101 needs to be updated if the Executive Committee decides to keep a stand-alone SOP for committee operations. This would be the same with the Voting SOP. Does CSDP need a stand-alone voting SOP, or can exceptions be placed into SOP 1-102 (Voting Rules for TNI Committees)? CSDP does not currently have a stand-alone Voting SOP.

3. SOP 1-102 (Voting Rules for TNI Committees)

Paul still needs to input information for CSDP as appropriate. The group was OK with Ilona passing the NELAP information on to Lynn for NELAP consideration. NEFAP has already looked at it.

4. Internal Audit Checklists

CSDP Executive Committee and Expert Committee Checklists

Paul reviewed the two checklists and evaluated what should be above the line for both checklists and what should be below the line for each checklist. The items above the line are relevant to both checklists.

SOP 1-104 (Control of TNI Documents): Section 6.4 – A suggestion was made to list what the CSDP control documents are in the checklist. This may make the audit easier. There were a number of checklist items that did not appear correct, so language was compared to the referenced section and the checklist items were updated as they were reviewed. A few examples:

- Updates were made to the checklist regarding references to SOP 1-104.
- SOP 2-101 – Section 7 - “Appropriate rotation of Committee members is assured” was stricken. This is not in the SOP.
- SOP 2-100 (Procedures Governing Standards Development) - Section 3.3 could be referenced, but Policy 129 (Expected Conduct of Participants in TNI Activities) should also be referenced. This is regarding inappropriate comments.

Paul will finalize what the Committee looked at today and prepare it for further review at the next meeting.

The Policy Committee upper checklist template for all other internal audit checklists is missing from the Internal Audit folder in Dropbox. Ilona and Jerry tried to see if it could be retrieved through Dropbox’s historical record retrieval system, but it could not be found. Ilona will check with Patsy when she returns to see if maybe a copy can be retrieved from her computer and otherwise Ilona will re-do the checklist.

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 June 3, 2022, at 11am Eastern. Paul will be on vacation, but plans to join in. Silky will not be able to attend.

The meeting was adjourned at 12:31pm Eastern.

Attachment A

**Participants
TNI Policy Committee**

Members	Represent	Affiliation	Contact Information
Patsy Root, Chair Absent	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 Absent	At Large (Other)	Shepherd Technical Services	mbshep@sheptechserv.com
Eric Smith Present	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