

Policy Committee Meeting Summary

April 21, 2023

1. Roll Call and Minutes Review:

Patsy Root, Chair, called the meeting to order at 11am Eastern on April 21, 2023, by teleconference. The meeting was attended by 4 Committee voting members (see Attachment A).

There were not enough members present to do any official business or voting. Document review will be started but cannot be finalized until the next meeting.

2. Policy 1-100 (Creating or Revising General Policies and Procedures for TNI) and SOP 1-116 (Development and Approval of TNI Policies and SOPs) Discussion

Policy 1-100:

Concerned about whether there needs to be consensus of the committees before it is Provisional.

Thoughts are that an SOP can be approved for distribution and comment. Then after comments come in , the Policy Committee would vote to approve/finalize the SOP.

SOP 1-116 does not need to be changed. Provisional and Final procedures have not changed.

3. SOP 1-102 – Voting Rules for TNI Committees

The same edits were made to SOP 1-102 that were made to Policy 1-100 regarding DRAFT review for distribution and comment.

Additional edits:

- Spell out interpretation request.
- Patsy had a question of quorum. It is greater than 50%.

- Section 5.2 - bullet 5 - What is initiate vote? It will be removed. Jerry will look more closely after the meeting to confirm there is no issue with this deletion.

- Section 5.3.4.6: PA instead of Program Administrator. The entire document will be reviewed for more instances.
- Section 5.3.4.7: Remove comma between “vote” and “unless” in note. Remove “affiliate”.
- Section 5.4.3 and other sections: Is it Council or NELAP AC or AC. Be consistent. Use AC.
- Fixed numbering.

The NEFAP EC will still be commenting on SOP after their May meeting.

4. SOP 1-122 (Advocacy Document Control)

There are a number of changes, so it will be completely reviewed.

Summary - Delete: and the support of accredited organizations on TNI’s website. Add “Advocacy” to make it clear what documents. Delete: as well as a predictable and established process.”

Definitions:

Report - “An” instead of “A”.

Section 5:

- A) - remove “other prior”
- C) - remove “such as the Advocacy Committee”
- E) - “Are” instead of “will be”
- G) - remove “as appropriate”

5. SOP 1-126 (Roles and Responsibilities of TNI Ambassadors)

Changes were made to the Summary to read:

TNI plans to ~~eventually~~ have designated Ambassadors to all non-NELAP state environmental laboratory certification programs. Ambassadors are individuals willing ~~wishing~~ to represent TNI to the non-NELAP state to which they are appointed ~~as an Ambassador~~. They are asked to form a mutually beneficial ~~standing liaison~~ relationship ~~with the assigned representative(s) of the state program(s) to which they are assigned and with any their laboratory association(s), that may exist in that state, with~~ The goal is to ensure ~~of ensuring~~ that the non-NELAP state certification program, and the laboratories it serves, are aware of both TNI’s ongoing activities and any new TNI programs, ~~that may be useful to them~~. Ambassadors are also asked to inform TNI of any changes in the state certification program.

Related Documents:
Remove Goal 2.2 and 4.4

Remainder of SOP needs to be reviewed.

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 May 5, 2023, at 11am Eastern.

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
Elizabeth Turner Absent	NEFAP (Lab)	Pace	elizabeth.turner@pacelabs.com
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
Anmarie Beach Absent	NELAP AC (AB)	Pennsylvania	anbeach@pa.gov
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