

Policy Committee Meeting Summary

May 19, 2023

1. Roll Call and Minutes Review:

Patsy Root, Chair, called the meeting to order at 11am Eastern on May 19, 2023, by teleconference. The meeting was attended by 4 Committee voting members (see Attachment A).

The May 5, 2023 minutes could not be approved and no official Committee business could be done due to lack of quorum. The minutes were reviewed and there were no problems, but the vote will be delayed to the next meeting.

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

SOP 1-102:

Jerry worked on the update of SOP-102 since the last meeting. He included comments received by email from Lynn Bradley on 5/6/23 that are included in the DRAFT that the Committee will review today.

Section 5.1.1 was added to the SOP. Paul questioned whether Motions on Matters of Laboratory Accreditation needs to be defined. Section 5.4 covers this. Jerry feels it is needed since Section 5.4 does not define it. It will be left as is.

Section 5.2.1 - Change OK

Section 5.3.1 - Change OK. Write out Section and remove section symbol.

Section 5.4 -

Remove second sentence in first paragraph. Duplicates information in the second paragraph.

Section 5.4.2 - Changes. Simplified.

Section 5.5 - remove first line. It is not actionable. Look back at previous changes to make sure caught in minutes.

Section 5.6.1 - OK

Section 5.6.2 and 5.6.3 - Clarify the No Vote is an option? It appears to only be tracking mechanism on the voting site? Is this an abstain?

3. SOP 2-101 – Expert Committee Operations

The review of this SOP will focus on changes made to the SOP. The SOP review also needs to see if voting procedures were eliminated since SOP 1-102 was added.

Comments:

Section 2 - Remove “generally”.

Section 3 - Voting related definitions were removed.

Section 7.1.5 and 7.1.7 - Changes OK

Section 7.2.4, 7.2.6 and 7.2.8 - OK.

Section 7.3.4 - OK

Section 7.3.5 - Make it clear that only one additional term can be added.

Section 7.4.2 - Make “can’t” to “cannot”.

Section 7.8 - OK.

Section 8.3.10 - OK

Section 9.3 - Should it be clarified that a subcommittee is in place for long term and work groups are more short term? This will be addressed in Section 9.2. Additional changes were made to Section 9. Ilona will add a review of SOP 1-101 (Operation of TNI Committees) to the Policy tracking spreadsheet to check to see if any changes need to be made to this SOP based on the changes made in this Section.

Ilona asked if it is important to make sure it is OK for Associates to vote on Subcommittees and Workgroups. Added that in workgroups and subcommittees all members have a vote. It was also clarified that the Expert Committee has to vote to approve all work performed.

Section 9.4 - First sentence was eliminated and addition was made: Based upon the shorter-term efforts of a work group, minutes are optional.

Section 9.5 - should read “expert” committee instead of “parent” committee.

Section 10.1.3 - OK

Section 10.2.1 - Leave removal in.

Section 10.3.2 - OK.

Action Item: In SOP 2-100 - Make it clear that the vote on any DRAFT and Final Standards are handled as a super majority.

Section 12:

A good portion of this Section was stricken because it was voting related.

Remove “preferably”.

If the language is the same as SIR 3-105 (, this should be referenced. Process for SIR resolution is described in SOP 3-105. Put in Section 6.6 and delete Section 12.

Update numbering after deletion of Section 12. Removed from Contents list.

Add SOP 3-105 (Standard Interpretation Process) to References.

Update SOP Approved Changes table.

Changes are more editorial so doesn't need a full revision number change. Change to 4.1 due to editorial changes.

Paul will look at all these changes as Chair of the CSDP EC.

4. Action Items

The Action Item Summary table is available in Dropbox.

5. New Business

None.

6. Next Meeting and Close

The next meeting will be June 2, 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 Present until 11:50am Eastern	NEFAP (Lab)	Pace	elizabeth.turner@pacelabs.com
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 Absent	Advocacy (Other)	Shimadzu	wclipps@shimadzu.com
Annamarie 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