

Policy Committee Meeting Summary

August 18, 2023

1. Roll Call and Minutes Review:

Silky Labie, Vice-Chair, called the meeting to order at 11am Eastern on August 18, 2023, by teleconference. The meeting was attended by 4 Committee voting members (see Attachment A).

The July 7, 2023, minutes were available for review, but there was no quorum to approve them. They will be reviewed at the next meeting.

2. SOP 3-105 – Standard Interpretation Process

After additional review, it was commented that the SOP no longer needed a flow chart because the process was no longer confusing.

Jerry will do one final review of references and remove the flow chart.

3. SOP 1-101 – Operation of TNI Committees

Paul (CSDP EC, Chair) sent the following message on 8/15/23:

We need to make a correction to SOP 1-101 by adding to the exemptions allowed for CSDP EC. Committee makeup is limited to two members of a given organization, unless approved by the Board. CSDP EC, however, is filled on the basis of being an Expert Committee Chair (plus 3 at-large members). The Committee has no say in meeting the organization criteria, and in fact doesn't meet it right now, since Kirstin, Michelle and I are all employed by Pace.

I'd like to propose the following revision to the exceptions listed for CSDP EC in Appendix A:

Current - Chair must be someone knowledgeable about the consensus standards process and is selected by the Board. Other members of the committee are current Chairs of each Expert Committees, who serve as long as they are a committee chair. Up to three at-large members may also be added by the Committee Chair and may serve unlimited terms. There is no requirement for balance. The NELAP Accreditation Council may appoint an ex-officio member to this committee (with voting privileges), subject to confirmation by the CSDP EC membership. The nature of the committee's operations makes it inappropriate to allow associate members.

Proposed - Chair must be someone knowledgeable about the consensus standards process and is selected by the Board. Other members of the committee are current Chairs of each Expert Committees, who serve as long as they are a committee chair. Up to three at-large members may also be added by the Committee Chair and may serve unlimited terms. There is no requirement for balance, nor a limit on members from an organization because Chairs are chosen by each Expert Committee. The NELAP Accreditation Council may appoint an ex-officio member to this committee (with voting privileges), subject to confirmation by the CSDP EC membership. The nature of the committee's operations makes it inappropriate to allow associate members.

Ilona noted this is also an issue for Policy where members are chosen by the Program/Committee they are representing. With CSDP there could be a concern if there is ever a majority from one organization since their work is related to the Standard. Jerry did not think this was a problem because the CSDP EC does not actually write the Standard. The CSDP EC is administrative. No need to add language about no majority.

Clarified exceptions in Appendix A regarding balance requirements for administrative committees and revised committee composition for Policy and CSDP EC.

Added 3-100 (NELAP Accreditation Council General Operating Procedures) and 5-101 (NEFAP Executive Committee General Operations) back into Appendix A.

Need to wait for next meeting to vote.

4. Policy 1-103 – Use of TNI Symbols and Marks

Remove “marks” throughout document and header.

Section I - Add badges to first paragraph.

Section II - Definitions: Update definition for Symbol: a mark, sign, or word that indicates, signifies, or is understood as representing an idea, object, or relationship.

Section III – Remove references to “mark”.

Section IV - No comments

Section V - No comments

The definition change makes this update revision 1.0.

Need to wait for next meeting to vote.

5. Policy 1-104 Management of Records

Program should be Administration on the title page.

Section V - Added SOPs:

SOP 1-118 Developing Position Statements

SOP 1-105 Process for Creating Guidance

SOP 2-100 Procedures for Standards Development

Vote at the next meeting.

6. SOP 3-114 - Preparation and Approval of Implementation Guidance for the Laboratory Standards

- Add a definition for “Disclaimer”: A specific statement included in all guidance alerting users about its purpose and application.
- Add Policy 1-105 (Creation and Use of Guidance) to Related Documents.

These are editorial changes done for consistency. The SOP Revision number was changed to 1.2.

Vote at next meeting.

7. Policy 1-105 (Creation and Use of Guidance)

- Remove “is” from “Guidance” definition.
- Add a definition for “Disclaimer”: A specific statement included in all guidance alerting users about its purpose and application.
- Remove third paragraph from Section 2.
- Add SOP 3-114 (Implementation Guidance) to Related Documents

Vote at next meeting.

8. Action Items

The Action Item Summary table is available in Dropbox.

9. New Business

None.

10. Next Meeting and Close

The next meeting will be August 1, 2023, at 11am Eastern.

The meeting was adjourned at 12:25pm Eastern.

Attachment A**Participants
TNI Policy Committee**

Members	Represent	Affiliation	Contact Information	Present
Patsy Root, Chair	TNI Secretary (Other)	IDEXX	Patsy-Root@idexx.com	
Silky Labie, Vice Chair	At Large (Other)	ELCAT	elcatlc@centurylink.net	x
Elizabeth Turner	NEFAP (Lab)	Pace	elizabeth.turner@pacelabs.com	x
Mei Beth Shepherd	At Large (Other)	STS	mbshep@sheptechserv.com	
Eric Smith	PTPEC (Other)	Pace	eric.smith@pacelabs.com	
Paul Junio	CSDP (Lab)	Pace	paul.junio@pacelabs.com	x
William Lipps	Advocacy (Other)	Shimadzu	wclipps@shimadzu.com	
Anmarie Beach	NELAP AC (AB)	Pennsylvania	anbeach@pa.gov	x
Jerry Parr (ex-officio)	Executive Director	TNI	Jerry.parr@nelac-institute.org	x
Ilona Taunton	Program Administrator	TNI	Ilona.taunton@nelac- institute.org	x