

Policy Committee Minutes

October 20, 2023

1.0 Review of September 13 Minutes

Motion to Approve Paul
Second Elizabeth
Vote Unanimous

2.0 Revision to SOP 3-105, Standard Interpretation

This SOP was approved by Policy in September and was scheduled to be on the Board's agenda for the October call but was pulled at the last minute because of a change in the way TNI staff track SIRs. The only changes are to section 5.2.2 changing PA to TNI staff and 5.2.3 changing the list to reflect actual practice. Note the changes do not affect the LASEC process, but only TNI staff activities.

Motion to Approve William
Second Silky
Vote Unanimous

3.0 Revision to SOP 3-100, NELAP Operations

This SOP was revised to conform to the new voting SOP, 1-102, by removing language from Section 5.4.

Motion to Approve Elizabeth
Second Ilona
Vote Unanimous

4.0 Documents for Five-Year Review

POL-1-124 1.1 Corporate Governance
Changed Reference documents to Related; Section 9 was abbreviated without changing intent.

Motion to Approve Paul
Second Silky
Vote Unanimous

POL-1-123 0.1 Literature at TNI Meetings
Spelled out acronyms.

Motion to Approve Elizabeth
Second Paul
Vote Unanimous

POL-1-125 0.2 The NELAC Institute Code of Ethics
Added policies 107, 124, and 129 and SOP 1-108 to Section X. Changed section VI for clarity, no change to intent.

Motion to Approve William
Second Mei Beth
Vote Unanimous

POL-1-126 0.2 Attendance at Board meetings

Motion to Approve Paul
Second Elizabeth
Vote Unanimous

5.0 Next meeting

The next meeting will be November 3. SOPs 2-100 and 4-107 will likely be ready for review and will take precedence on the continuing 5-year reviews.

**Attachment A Participants
TNI Policy Committee**

Member	Represent	Affiliation	email	Present
Patsy Root, Chair	TNI Secretary	IDEXX	Patsy-Root@idexx.com	x
Silky Labie, Vice Chair	At Large	ELCAT	elcatlc@centurylink.net	x
Annmarie Beach	NELAP AC	PA DEP	anbeach@pa.gov	x
Susan Jackson	PTP EC	SC DES	jacksosb@dhec.sc.gov	x
Paul Junio	CSDP	Pace	paul.junio@pacelabs.com	x
William Lipps	Advocacy	Shimadzu	wclipps@shimadzu.com	x
Mei Beth Shepherd	At Large	STS	mbshep@sheptechserv.com	x
Elizabeth Turner	NEFAP	Eurofins	elizabeth.turner@et.eurofinsus.com	x
Jerry Parr	Program Administrator	TNI	Jerry.parr@nelac-institute.org	x
Ilona Taunton	At Large	TNI	<u>Ilona.taunton@nelac-institute.org</u>	x