

Policy Committee Minutes

February 16, 2024

1.0 Roll Call

2.0 Review of Agenda

3.0 Review of February 2 Minutes

Motion to approve: Paul

Second: Elizabeth

Vote: Unanimous

4.0 Proposal for Guidance on Consumables

The Consumables Task Force, which has been meeting for over three years now is close to completing this effort. The Task Force has decided the best path forward is to create a guidance document that can be used by laboratories and laboratory vendors. According to SOP 1-105, the Policy Committee is responsible for reviewing and approving any guidance document.

Paul made a motion to inform the proposal's originator that it can proceed with the creation of guidance as outlined in Attachment B.

Second: Elizabeth

Vote: Unanimous

5.0 SOP 2-100

The Policy Committee made these suggested changes:

Retained the first bullet in 8.2 and revised the second bullet.

Revise 8.3.6 with no change in intent.

Revised 8.3.6.2 for clarity.

Revised 8.3.6.3 to remove unresolved.

Conforming changes to 8.3.8 to 8.2

Meeting adjourned at 12:28 pm.

**Attachment A Participants
TNI Policy Committee**

Member	Represent	Affiliation	email	Present
Patsy Root, Chair	TNI Secretary	IDEXX	Patsy-Root@idexx.com	
Silky Labie, Vice Chair	At Large	ELCAT	elcatlc@centurylink.net	x
Annmarie Beach	NELAP AC	PA DEP	anbeach@pa.gov	X (11:45)
Susan Jackson	PTP EC	SC DHEC	jacksosb@dhec.sc.gov	X (11:30)
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 (11:37)
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

Attachment B. PROPOSAL FOR DEVELOPING GUIDANCE

Committee Making Request: Consumables Task Force (CTF) /Quality Management Systems Expert Committee

X Original Request

Proposed Title for Guidance: Selecting and Approving Suitable Laboratory Supplies and Services

Form of Proposed Guidance: Guidance Document in the Form of a manual.

Purpose of Proposed Guidance: Provide guidance to laboratories on means to comply with purchasing requirements of EL V1M2

Does the Proposed Guidance Interprets or Helps Implement of Comply with a TNI Standard Requirement? Provides mechanisms for laboratories to effectively illustrate to AB during assessment that supplies and/or services utilized by the laboratory can provide certification of acceptability in compliance with EL V1M2, Section 4.6.

Summary of Proposed Guidance Content: Document being developed to assist laboratories in compliance with requirements of EL V1M2 regarding Section 4.6 on procurement of supplies and services ensuring maintenance of data that meets applicable quality criteria as well as training assessors as to means by which said quality assurance of critical supplies can be demonstrated.

Justification for Proposed Guidance: Previous experiences of laboratories have shown that a more efficient approach is necessary to ensure that procured supplies and services are of sufficient quality and are traceable.

Delivery Mode of Proposed Guidance: All of the following modes are anticipated for use:

- Manual on the TNI website
- TNI meeting presentations
- TNI Training sessions
- TNI sponsored webinar(s)

Reviewers of Proposed Guidance

- CTF
- QMS Expert Committee
- CSDP EC
- LASEC
- Policy Committee