

Policy Committee Minutes

April 19, 2024

1.0 Roll Call – See attachment A

2.0 Review April 5 Minutes

Motion to approve: Paul

Second: Elizabeth

Vote: unanimous

4.0 SOP 1-106 General Complaint Resolution Process

This was a 5-year review of this document last reviewed in 2018. Policy made the following changes:

- Revised Section 6.3 and 6.4 for clarity.
- Revised section 8.6 to clearly define deciding parties.
- Changed remove to recuse in Section 9.2.
- Deleted section 10.4 related to another step after the “final” step in 10.3.
- Changes 6 months to 3 months in section 11.1.
- Other minor editorial corrections.
- Removed flow chart.
- Changed “shall” to “must” throughout the document.

Paul moved to approve the amended SOP.

Elizabeth provided a second.

The vote to approve was unanimous.

5.0 POL 3-100 NELAP Mutual Recognition

The SOP had been revised to add Section VII to require reporting of both primary and secondary accreditations into LAMS.

Paul moved to approve the SOP as provided.

Elizabeth provided a second.

The vote to approve was unanimous.

6.0 SOP 3-113: COI

The Policy Committee recommended several minor edits and returned the SOP to the committee. These included:

- Minor edits for clarity.
- Revising section 2.0 to limit scope to LASEC activities.
- Deleting the emphasis on the Other category in section 5.1.
- Revising section 5.3 to put the responsibility for declaring a COI on the committee member, not the Chair.
- Revising section 5.4 to not allow the affected individual to participate in the decision of how to participate, deleting the “such as” example and changing to “may or may not participate in the discussion and subsequent vote,” and deleting the rest of the language in the sentence.
- Removed “referral to the TNI Board of Directors” in Section 5.5, as the Board could take no action and the decision rests with the committee.
- Deleting section 6.0 as this language is covered by Policy 1-101.

7.0 SOP 3-105: SIR Management

The SIR Management SOP 3-105 has been revised to have the language about how to handle SIRs for modified versions of the TNI Standard included and changing shall to must.

Elizabeth moved to approve the SOP as provided.

Silky provided a second.

The vote to approve was unanimous.

**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 (11:30)
Annmarie Beach	NELAP AC	PA DEP	anbeach@pa.gov	x
Susan Jackson	PTP EC	SC DHEC	jacksofb@dhec.sc.gov	x (11:15)
Paul Junio	CSDP	Pace	paul.junio@pacelabs.com	x (left at 12:00)
William Lipps	Advocacy	Shimadzu	wclipps@shimadzu.com	x
Mei Beth Shepherd	At Large	STS	mbshep@sheptechserv.com	x
Elizabeth Turner	NEFAP EC	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 (12:00)