

## Policy Committee Minutes

May 3, 2024

### 1.0 Roll Call

### 2.0 Review of Agenda

### 3.0 Review April 19 Minutes

### 4.0 SOP 1-125 TNI Applications and Tracking

The committee reviewed the draft version 2.0 provided by Jerry, made minor editorial corrections, and revised the "Status" list in Section 5.2.6.

Motion to approve Version 2.0 Mei Beth

Second William

Vote: unanimous

### 5.0 SOP 4-101: Acceptance Criteria for PT

The committee made some minor edits to Section 2 for clarity and briefly scanned the document, noting the following:

- Section 2 should be revised to be a simple summary for the average reader.
- Formatting needs to be revised, reflecting the SOP template,
- Mathematical terms in the definitions should be removed and defined in the sections where they are used, as for example, the term "a" appears in two places with different definitions.
- The calculations shown as text should be shown as a calculation in the standard format
  - Calculation
  - Where,
  - Term A
  - Term B
  - Etc.
- Consider putting the calculation in Excel format where appropriate.

### 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
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Susan Jackson	PTP EC	SC DHEC	jackosb@dhec.sc.gov	x
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Jerry Parr	Program Administrator	TNI	Jerry.parr@nelac-institute.org	x