

Policy Committee Minutes

August 16, 2024

1.0 Roll Call – See Attachment A

2.0 Review July 19 Minutes

Motion to approve: Paul
Second: Elizabeth
Vote Unanimous

3.0 SOP 2-104, CSDP EC Complaint Procedures

Policy revised Section 6.2 to have the TNI Board Chair appoint the appeals panel, added a reference to SOP 1-104 in Section 7.0, and made a few minor editorial changes. These changes were deemed acceptable by the CSDP EC Chair.

Motion to approve: Ilona
Second: Elizabeth
Vote Unanimous

4.0 SOP 1-130, Maintenance of the TNI Glossary

This is a new Policy SOP. Policy made the following changes to the draft:

- Added “The TNI Policy Committee has overall maintenance of the Glossary” to section 2 and changed the two ways terms are added to be a numbered list.
- Combined 5.1 and 5.2 into subsections under 5.1 and changed 5.3 and 5.4 to be subsections under 5.2 to confirm to the changes made in Section 2.
- Revised section 5.3 on multiple definitions to include language to show where the definition is applicable.
- Added a new Section 6 on Records.

Motion to approve: Paul
Second: Elizabeth
Vote Unanimous

5.0 Future Business

With all current business completed, the committee reviewed the list of potential new issues and decided to take on these topics as they are developed. Jerry will ask the Program administrators to provide updates on the 2023 internal audits, begin drafting SOP 1-132, and review SOP 3-112 and the Quality Management Plan for potential revisions.

The meeting was adjourned at 1:00 pm.

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 DHEC	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	
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	Ilona.taunton@nelac-institute.org	x