

## Policy Committee Minutes

March 21 2025

### 1.0 Roll Call

### 2.0 Review of Agenda – Approved by unanimous consent

### 3.0 Review March 7 Minutes

Motion to approve: Mei Beth

Second: Silky

Vote: unanimous

### 4.0 SOP 1-133 on Management Review

Bob Wyeth and Lynn Bradley provide comments on the draft SOP which the committee reviewed.

- The committee agreed with Bob Wyeth's minor change to the CSDP section of Appendix D.2.
- The committee agreed with Lyns's comments about the SIR SOPs and changes were made.
- The committee agreed with Lynn's comment to remove Appendix D.1 (worksheet 11). Jerry will revise the Sop to remove the appendix, all references to it, and rename Appendix D,1 Appendix D.
- The committee agreed with Lynn's comments about committee charters but believes SOP 1-101 takes care of this. The SOP will be revised to include a reference to SOP 1-101.
- The committee agreed with Lynn's comment to ensure the management review actions get completed before strategic plan updates. Jerry will revise the SOP to include this language.

### 5.0 POL 3-102 on NELAP Evaluations

Policy made 2 minor edits, changing future tense to presence tense (consistent with all other documents) and this change to the last sentence in Section V.

Change

*Depending on the wishes of the EPA region in which the AB is located (the states are divided into ten EPA regions), this team may include EPA regional staff.*

To

*This team may include EPA regional staff where the AB is located, as applicable.*

Policy felt the "wishes" word a little vague and the 10 regions unnecessary, especially since there may not be 10 soon.

Motion to approve: Susan

Second: Mei Beth

Vote: unanimous

After sharing the revised SOP with Lynn, she pointed out that in at least one instance an individual from one EPA region participated in the evaluation of an AB in a different region and suggested changing the

sentence to read “*This team may include EPA regional staff, as applicable.*” This was accepted as a friendly amendment.

**Attachment A Participants  
TNI Policy Committee**

<b>Member</b>	<b>Represent</b>	<b>Affiliation</b>	<b>email</b>	<b>Present</b>
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@des.sc.gov	x
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