

Policy Committee Minutes

May 30, 2025

1.0 Roll Call

See Attachment 1.

2.0 Review of Agenda

Approved by Unanimous Consent

3.0 Review May 16 Minutes

Motion to approve: Paul
Second: Silky
Vote: Unanimous

4.0 Continued Review of SOP 7-100 on NGAB Evaluations

The committee continued its review. In addition to various editorial corrections with no change in intent, the committee made the following changes:

- Added Technical Review Checklist to Definitions.
- Changed “assures” to “ensures” in several places.
- Clarified in section 5.3.6 that it is the Evaluation Coordinator who receives the report.
- Revised section 5.4 to only include qualifications and other minor edits.
- Revised the language in 5.5.2 by changing “Selecting” to “Recommending.”
- Removing language in Section 5.5 about the size of the evaluation team.
- Removing Section 5.5.7 on reviewing evaluation reports.
- Removing 5.5.9 regarding agreements and fees.
- Removing language relating to certificates from 5.5.12.
- Adding section 5.5.13 on records.
- Revised section 5.6 to be consistent with 5.4.
- Deleted section 5.7 on the evaluator team.
- Revised 5.7.1 to clarify the EC recommends an Evaluator, not selects and removed reference to NGAB.
- Removing 5.8.3 as this is an EC responsibility.
- Revise 5.8.4 to clarify the Evaluator “recommends” recognition status.
- Adding 5.8.5 on the Technical Review Checklist.
- Adding Section 5.8.7 on records.

The committee did not resolve language in 5.6 on other evaluators. Ilona will review this and propose a suitable solution by the next call.

The committee did discuss at length signatures on certificates and determined that since this is an administrative activity per Policy 7-200, they should be signed by the Executive Director.

The committee will continue its review on the June 6 call beginning at section 5.9

Attachment A Participants TNI Policy Committee

Member	Represent	Affiliation	email	Present
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Patsy Root, Chair	TNI Secretary	IDEXX	Patsy-Root@idexx.com	Y
Silky Labie, Vice Chair	At Large	ELCAT	elcatlc@centurylink.net	Y
Annmarie Beach	NELAP AC	PA DEP	anbeach@pa.gov	Y
Susan Jackson	PTP EC	SC DES	susan.jackson@des.sc.gov	
Paul Junio	CSDP	Pace	paul.junio@pacelabs.com	Y
William Lipps	Advocacy	Shimadzu	wclipps@shimadzu.com	
Mei Beth Shepherd	At Large	STS	mbshep@sheptechserv.com	
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Ilona Taunton	At Large	TNI	Ilona.taunton@nelac-institute.org	Y