

**Policy Committee Minutes**  
**September 5, 2025**

**1.0 Roll Call**

**2.0 Review of Agenda**

Approved by unanimous consent.

**3.0 Review of August 15 minutes**

Motion to approve: Paul

Second: Elizabeth

Vote: Unanimous

**4.0 SOP 5-108 – NEFAP Standards Review and Adoption**

The NEFAP EC accepted all the changes suggested by Policy on August 20 and then made one minor editorial edit changing the word “issue” to “obstacle” in three places.

Motion to approve: Paul

Second: William

Vote: Unanimous

**5.0 Continued Review of Revision of Quality Management Plan**

Policy made the changes listed below and stopped at the end of Section 6.1.

- Asked Jerry to add the EMS Steering Committee to the list of Administrative Committees in Appendix 1, moved the last sentence from 2.4 to Section 3.1 as this sentence relates to Board duties, and then deleted section 2.4.
- Revised Section 3.3 to only apply to Program Administrators and moved language about other TNI staff from this section to a new Section 3.4.
- Deleted the opening paragraph in Section 5.0.
- Revised Section 5.1 to clarify the education and experience of Program Administrators, the process used to evaluate the performance of TNI staff, and the selection and evaluation of volunteers serving on committees.
- Revised Section 5.2 extensively to reflect actual activities and for clarity.
- Deleted the opening sentence in Section 6.0 related to the Information Technology committee.
- Revised Section 6.1 by removing an extensive list of duties and instead referencing a Standard Training Procedure.

**6.0 Corrections to SOP 7-100**

After the call, Ilona noticed a number of errors in this SOP that required correcting, specifically:

- AB changed to NGAB,
- AC changed to TNRC,
- virtual changed to remote for consistency in SOP,
- Completeness review corrected to Technical Conformance Review to be consistent with Appendix A and
- requirements, punctuation and numbering corrected.

**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	Yes
Silky Labie, Vice Chair	At Large	ELCAT	elcatlc@centurylink.net	Yes
Annmarie Beach	NELAP AC	PA DEP	anbeach@pa.gov	Yes
Susan Jackson	PTP EC	SC DES	susan.jackson@des.sc.gov	Yes (11:40)
Paul Junio	CSDP	Pace	paul.junio@pacelabs.com	Yes
William Lipps	Advocacy	Shimadzu	wclipps@shimadzu.com	Yes
Mei Beth Shepherd	At Large	STS	mbshep@sheptechserv.com	Yes
Elizabeth Turner	NEFAP EC	Eurofins	elizabeth.turner@et.eurofinsus.com	Yes
Jerry Parr	Program Administrator	TNI	Jerry.parr@nelac-institute.org	Yes
Ilona Taunton	At Large	TNI	<u>Ilona.taunton@nelac-institute.org</u>	Yes