

**Policy Committee Minutes
November 21, 2025**

1.0 Roll Call

See Attachment A.

2.0 Review of Agenda

With the addition on one new item, acronyms of TNI committees, the agenda was approved by unanimous consent.

3.0 Review of October 17 minutes

Montion to approve: Paul
Second: Elizabeth
Vote: Unanimous

4.0 Names and Acronyms for TNI Committees

Susan Jackson asked Policy to look into a consistent way of establishing acronyms for TNI committees, especially with the use of EC to mean either an Executive Committee or Expert Committee, with or without a space in front of EC. Ilona supported this and indicated a similar problem with the use of AB.

The committee initiated a general discussion on the topic and quickly decided EC should be the acronym for an Executive Committee with a space before the letters and EC should not be used for Expert Committees. That quickly led to a discussion of short names for committees. The committee decided to use a short descriptive term, or for committees with three words or more, an acronym.

Jerry then shared the current organizational chart for the committee to review. Based on the general rules above, the following changes were made,

Current Name/Acronym	New Name/Acronym
Field Activities	Field
Proficiency Testing	PT*
LASEC	NELAP EC

* This is an exception due to its general acceptance.

The committee then moved onto the AB issue. We currently have NELAP AB, NEFAP AB, PTPA, and NGAB, with the latter being used for environmental laboratories accredited by NGABs. The committee decided that PTPA needs to be changed to PTP AB.

The NGAB has specific issues since the term has no underlying program. After extensive discussion, the committee decided this term should be changed to Non-Governmental Environmental Laboratory Accreditation Body, or NGEL AB.

With all of these changes agreed to, the committee looked for aa place to codify this and decided SOP 1-132, Formation of TNI Committees and Task Forces, was the best place. Accordingly, a new section 5.4 was added with this language:

5.4 Naming convention for committees and programs

5.4.1. The Committee name clearly reflects the mission of the committee.

5.4.2 Expert Committees are named according to their technical focus, for example the Microbiology Expert Committee is known as Microbiology.

Note: Expert Committees do not use the term "EC" to avoid confusion with the Executive Committees.

5.4.3 Executive Committees are named after the program, as defined in the By-Laws. They are referenced as "Program Name Acronym" followed by a space then "EC". For example, the Proficiency Testing Program Executive Committee is PTP EC.

Note: The Laboratory Accreditation System Executive Committee (Formerly LASEC) is now named NELAP EC.

5.4.5 Accreditation bodies are referenced as "Program Name Acronym" followed by a space then "AB", except for non-Governmental bodies that accredit laboratories, which are referenced as Non-Government Environmental Laboratory Accreditation Body or an NGEL AB.

Motion to approve SOP 1-132 as amended Paul

Second: Elizabeth

Vote: Unanimous

5.0 Review of SOP 2-103

The committee reviewed the proposed changes to section 5.1 on naming conventions and made some minor edits which were accepted as editorial changes by the CSDP EC Chair

Motion to approve SOP 2-103 as amended Paul

Second: Ilona

Vote: Unanimous

Attachment A Participants. TNI Policy Committee

Member	Represent	Affiliation	email	Present
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	
Paul Junio	CSDP	Pace	paul.junio@pacelabs.com	Yes
William Lipps	Yes	Shimadzu	wclipps@shimadzu.com	Yes

Mei Beth Shepherd	At Large	STS	mbshep@sheptechserv.com	Yes
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Jerry Parr	Program Administrator	TNI	Jerry.parr@nelac-institute.org	Yes
Ilona Taunton	At Large	TNI	<u>Ilona.taunton@nelac-institute.org</u>	Yes