

**Policy Committee Minutes  
December 19, 2025**

**1.0 Agenda approved by unanimous consent**

**2.0 November 21 minutes approved by email vote on December 10**

**3.0 Revisit Discussion of Committee Names and Acronyms**

The Board discussed this topic extensively at their December 12 call, and asked Policy to revisit the topic with no specific actions requested other than a general unease over the term Non-Governmental Environmental Laboratory Accreditation Body. A revised organizational chart was provided separately to help with the discussion.

After review, the committee agreed to keep this SOP as is except for one minor change in Section 5.4.1, changing the word "mission" to focus."

Note: After this call, in Boston on January 14, attendees at the meeting suggested changing the acronym to NGLAP, with the P being "Project", "Partner", or "Partnership."

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

The committee completed its review of the Plan, making these changes:

- Revised Section 6.2 to make it more generic for all TNI databases.
- Replace the existing 6.3 on other databases with a new section on Standard Training procedures.
- Revised 6.4 and 6.5 to only contain a reference to a specific SOP.
- Revised 6.5 (now 6.5) by removing redundant language.
- Deleted Section 7.0 on Customer Satisfaction as this activity is not performed.
- Added language in Section 7.0, Ethics, on obligations of non-TNI members.
- Replace 8.2, Internal Audits, with Management Reviews.
- Added Section 9, Glossary.
- Added Standard Training procedures to Section 10.
- Other minor revisions for clarity with no change in intent.

Motion to approve: Paul

Second: Elizabeth

Vote: Unanimous

**Roll Call**

| <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                     |                |
| Susan Jackson           | PTP EC                | SC DES             | susan.jackson@des.sc.gov           | Yes            |
| Paul Junio              | CSDP                  | Pace               | paul.junio@pacelabs.com            | Yes            |
| William Lipps           | Advocacy              | Shimadzu           | wclipps@shimadzu.com               |                |
| 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 | <a href="mailto:Ilona.taunton@nelac-institute.org">Ilona.taunton@nelac-institute.org</a> | Yes |
|---------------|----------|-----|--|-----|