

**Policy Committee Minutes
February 13, 2026**

1.0 Roll Call

See table below.

2.0 Review of Agenda

Approved by unanimous consent

3.0 Review December 19 minutes

Motion to approve: Paul

Second: Mei Beth

Vote: Unanimous

4.0 Review 2025 Annual Report and Plan of Work for 2026

The committee reviewed Attachments 1 and 2 and corrected two typographical errors.

5.0 Review of SOP 2-103, Format and Style of TNI Standards

The committee reviewed the proposed changes to this SOP and had no comments

Motion to approve: Mei Beth

Second: Paul

Vote: Unanimous

6.0 Review of SOP 2-105, Announcement of Standards Development

The committee started review of this document and quickly decided the “how to” elements contained in the SOP should be added to SOP 2-100 and thus this document was returned to CSDP EC. The EC should also review 2-100 to remove any references to ANSI.

7.0 GUID-3-120, Guidance on Procurement of Critical Supplies and Services

The committee initiated a review of this document and worked through Section 3.0. Changes included:

- Removal of a reference to the TNI Glossary in Section 1.1 since this document is not publicly available.
- Changed the term Supplier to Supplies in Section 1.1.
- Changed the term Service to Service Provider in Section 1.1.
- Deleted “documented” from the definition of Critical Supplies and Services in Section 1.1.
- Deleted the specific reference in the heading of Section 1.2 and added it as a Note.
- Added the clauses “In summary” to the beginning of the text in Section 1.2 to avoid confusion about the exact terminology in the TNI standard.
- Changed “time-consuming and create document control challenges” to “problematic”: in Section 1.3.
- Changes the word “evaluation” to “assessment” in the third bullet of Section 1.3.
- Deleted the section reference to the second bullet in 2.0
- Revised the third bullet in Section 2.0 by adding the clauses “and data users”, “and services”, and “as applicable.”
- Deleted all subsection headings in Section 2.0.

- Added an introductory sentence to the examples and reworded some of the examples to a consistent format.
- Deleted “of Authenticity” from the head of Section 3.1 and elsewhere in this section.
- Deleted all the text that referred to ISO 33401.
- Reworded Section 3.3 for clarity.

8.0 Informative Annex on Committee Names and Acronyms

Based on recommendations from the Policy Committee, on February 11, 2026 the TNI Board of Directors decided:

- EC would only be used for Executive Committee.
- Expert committees would be named according to their mission, e.g., asbestos in routine communication and by their full name in official documents, e.g., Asbestos Expert Committee.
- Expert committees should not use acronyms such as ATEC or CEC in committee minutes or similar documents.
- LASEC will be renamed NELAP EC.
- Non-Governmental Accreditation body or NGAB only applies to non-governmental organizations accrediting laboratories to ELV1.
- An Accrediting Body, whether governmental or non-governmental, that accredits FSMOs or PT Providers would be called a NEFAP AB or PTP AB.

During this discussion, the organizational chart was revised by removing the Admin box (implying it is a program) and placing the 4 admin committees directly under the Board and adding a legend as shown in Attachment 3.

The Board then adopted the language below for SOP 1-132 and directed Jerry to make conforming changes to other policies and SOPs as well as the website without Policy of Board approval. Jerry will prepare a summary document on the changes

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 names may be shortened in official document such as committee minutes or conference programs. For example, the Microbiology Expert Committee is known as Microbiology. Committees that have 3 or more words in the committee name may use an acronym. Other committees should not use acronyms in official documents.

Note: Expert Committees do not use the acronym “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 (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-Governmental Accreditation Body or NGAB.

Examples

National Environmental Field Activities Program Accreditation Body - NEFAP AB

National Environmental Laboratory Accreditation Program Accreditation Body - NELAP AB

Proficiency Test Program Accreditation Body - PTP AB

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	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	Ilona.taunton@nelac-institute.org	Yes

Attachment 1: 2025 Annual Report for the Policy Committee

The Policy Committee:

- Serves as a resource for the development of policies.
- Reviews policies and procedures from all programs for conformity with respect to style and for consistency with one another and with the overall mission of TNI.
- Develops general policies and procedures for TNI.

2025 Accomplishments

- Developed and/or approved the policies, SOPs, and other documents shown in table 3.

Table 3. Policies, Standard Operating Procedures (SOPs), and Other Documents Developed or Approved by the Policy Committee

Document No.	Description
	TNI Bylaws
	Quality Management Plan
Policy 1-130	Advertising in TNI Activities
Policy 3-102	Relationship of NELAP AB Certificates of Recognition and the NELAP Evaluation Process
Policy 7-100	Issuance of NGAB Certificates
SOP 1-123	Personal Data Collection and Use
SOP 1-133	TNI Management Review
SOP 2-100	Standards Development
SOP 2-103	Format and Style Guide for TNI Standards
SOP 3-104	NELAP Dispute Resolution Process
SOP 5-108	Adoption of NEFAP Standards
SOP 7-100	Evaluation of NGABs for Accrediting Environmental Laboratories under Recognition by TNI
SOP 7-101	Evaluation of NEFAP and PT ABs

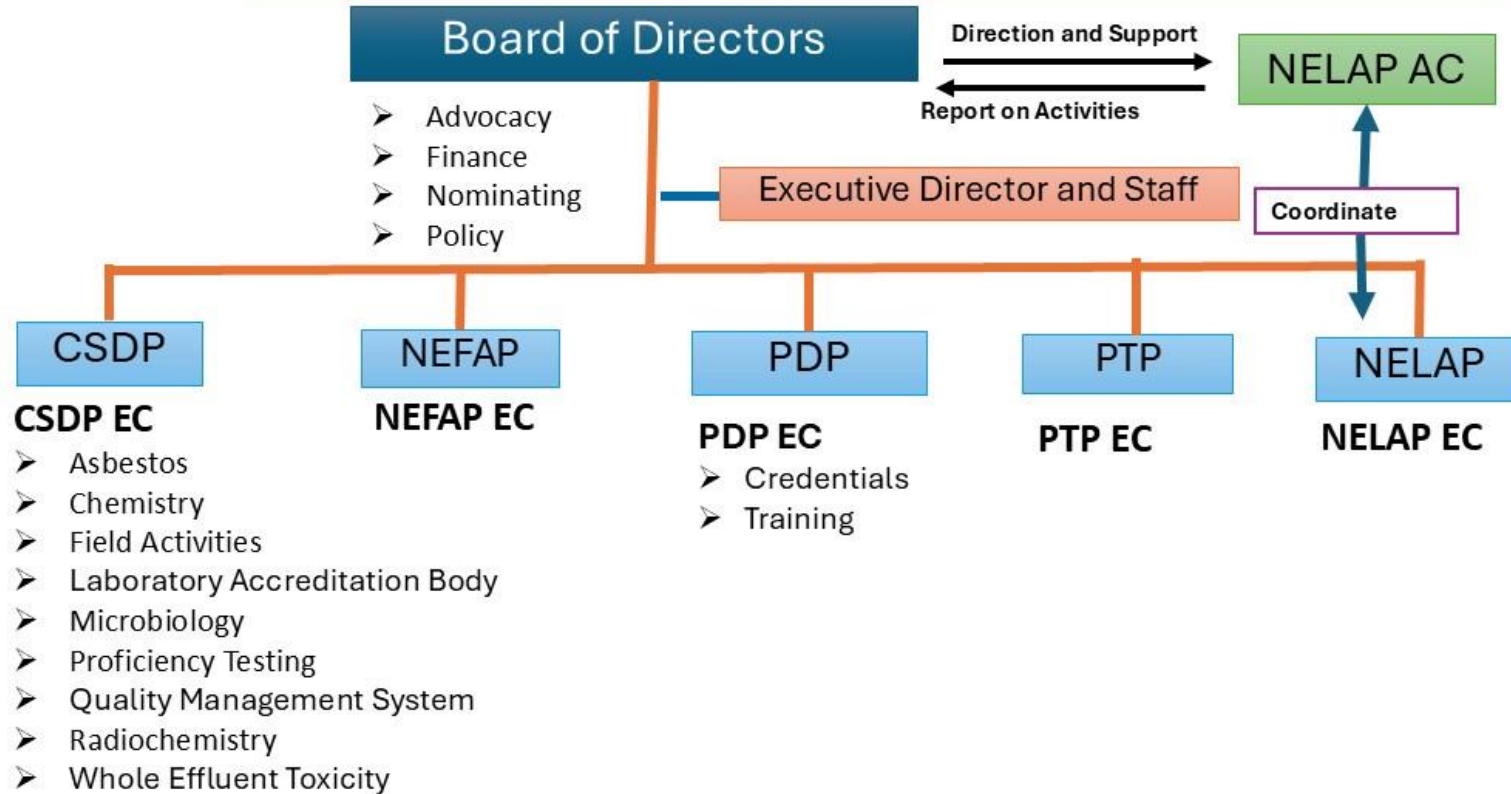
Attachment 2: Plan oOf Work for 2026

SOP-1-130	Maintenance of the TNI Glossary	Draft	Policy
SOP 2-103	Format and Style of TNI Standards	Provisional	CSDP
SOP 2-105	Announcement of Standards Development	Provisional	CSDP
SOP 4-101	FoPT Acceptance Limits	Back to committee	PTPEC
SOP 5-104	NEFAP Complaint, Recognition Reconsideration and Dispute Resolution Procedures	Back to committee	NEFAP
GUID-3-120	Guidance on Procurement of Critical Supplies and Services		Consumables TF
5-Year Review Due			
SOP-1-104	Control of TNI Documents		Policy
SOP-1-116	Development and Approval of TNI Policies and SOPs		Policy
POL-3-101	Changes to AB Operations		NELAP
SOP-3-103	Standards Review and Acceptance		NELAP
SOP-3-106	Review of Accreditation Standards for Suitability		NELAP
SOP-3-108	Issuance of Provisional Recognition of Accreditation Bodies		NELAP
SOP-4-102	TNI Proficiency Testing Program Complaint, Appeal, and Dispute Resolution Procedure		PTP
SOP-5-107	Conflict of Interest		NEFAP
SOP-4-108	PTPEC Procedure for Addressing Conflicts of Interest		PTP

Attachment 3. New TNI Organizational Chart Effective February 11, 2026



The NELAC Institute



Legend

AC – Accreditation Council
 CSDP – Consensus Standards Development Program
 EC – Executive Committee
 NEFAP – National Environmental Field Activities Program

NELAP - National Environmental Laboratory Accreditation Program
 PDP – Professional Development Program
 PTP – Proficiency Test Program