

**Policy Committee Minutes  
February 20, 2026**

**1.0 Roll Call**

See table below.

**2.0 Review of Agenda**

Approved by unanimous consent after moving review of SOPs 1-100 and 1-101 up in the agenda.

**3.0 Review February 13 minutes**

Motion to approve: Paul  
Second: Elizabeth  
Vote: Unanimous

**4.0 Review of SOPs 1-100 and 1-101**

SOP 1-100 has changes to section 18.3.6 by renaming Stationary Source Audit Sample to Professional Development and changing the word program in 18.3.7 to evaluations.

Motion to approve: Paul  
Second: Ilona  
Vote: Unanimous with Susan Jackson not present

SOP 1-101 has changes to appendix A by moving credentials and training to program committees, adding the PDP EC, and changing the name of LASEC to NELAP EC.

Motion to approve: Mei Beth  
Second: Paul  
Vote: Unanimous with Susan Jackson abstaining

**5.0 Continue Review of Consumables Guidance Document**

The committee review sections 4.1 through 4.3 with these changes:

- Revised the definition of critical supplies and services.
- Deleted section 4.1 and renumbered the remaining 4 subsections.
- Deleted the Step number from the heading of each subsection.
- Edited the text of Section 4.1 for clarity.
- Edited the text of Section 4.2 for clarity, including:
  - Added another best practice on confirming supplier quality, quantity and timing,
  - Changed CoA to certificate, and
  - Removed reference to ISO 33410.
- Changed title of Section 4.3 to Verify and Tract...
- Other minor edits to 4.3 for clarity.

The committee then reviewed Appendix A and made minor changes for clarity and to conform to changes regarding certificates in the body of the document.

The committee then began reviewing Appendix B and making substantial changes to the checklist mainly by removing what appears to be redundant text through Part 11. The committee decided to ask Judy Morgan and Bob Wyeth to join the April 3 call to discuss these changes.

**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	
Annmarie Beach	NELAP AC	PA DEP	anbeach@pa.gov	Yes
Susan Jackson	PTP EC	SC DES	susan.jackson@des.sc.gov	Yes (11:10)
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	<a href="mailto:Ilona.taunton@nelac-institute.org">Ilona.taunton@nelac-institute.org</a>	Yes