

**Policy Committee Minutes
May 1, 2026**

1.0 Roll Call shown below

2.0 Review of Agenda

Approved by unanimous consent.

3.0 Review April 17 minutes

Motion to approve: Paul

Second: Elizabeth

Vote: Unanimous

4.0 Continue Review of Consumables Guidance Document

The committee reviewed and approved the changes made by Jerry to Appendix C as documented in the April 17 minutes.

The committee then continued to review beginning at Appendix D and made these changes:

- Changed title of the Appendix to Records and made conforming changes elsewhere removing mention of traceability as this appendix only discusses records.
- Changed the title of section A to "What to Record"
- Revised the opening sentence of section A to include analytical equipment, clarified the requirement, and removed the list of support equipment.
- Under the required documentation in Section a, removed number 4 and made it an opening sentence as an instruction.
- Changed the title of section B to "What to Record."
- Added an opening sentence to this section as an instruction.
- Added instrument parts, sample containers, and organisms to the bulleted list.
- Simplified the bulleted list in "Key requirements" and changed "vendor-managed stock: to vendor-managed consignment program" in the last bullet.
- Minor edits to the summary replacing LIMS with electronic records and defensibility to traceability.
- Removed the title from Appendix E as the table is much more than references.
- Revised the opening text of Appendix E removing "list" and "references" and instead use "table."
- Moved the note from the end of the table to the beginning and re-worded slightly to ensure no one expects TNI to keep this table current.
- Added a placeholder for a title to the table and requested the task force to come up with one.
- Completely reformatted the table to improve readability by increasing the font from 5.5 to 8 and simplifying the references column by adding footnotes.
- Changed QSM 5.3 to QSM 6.0.

Paul moved to approve with the changes above

Second: Mei Beth

Vote: Unanimous

Participants TNI Policy Committee

Member	Represent	Affiliation	email	Present
Patsy Root, Chair	TNI Secretary	IDEXX	Patsy-Root@idexx.com	

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	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