

**Policy Committee Minutes
May 15, 2026**

1.0 Roll Call shown below

2.0 Review of Agenda

Approved by unanimous consent.

3.0 Review of May 1 minutes

Motion to approve: Paul

Second: Elizabeth

Vote: Unanimous

4.0 Review of SOP 1-101, Operation of TNI Committees

Based on a conflict between this SOP and the TNI Bylaws and a subsequent observation regarding composition of task forces, the following changes were made:

- changed the minimum number of individuals on committees from 5 to 7 in section 7.1.6,
- added task forces to the title of section 9.0,
- split section 9.0 into 2 subsections, 9.1 on subcommittees and workgroups and 9.2 on task forces,
- revised 9.1.4 by replacing “the work product is” to “any recommendations are,”
- added section 9.2 on task forces with comparable language to 9.1, and
- revised Appendix A by adding an exemption on membership for the Finance Committee.

Motion to approve with the changes above: Paul

Second: Elizabeth

Vote: Unanimous

5.0 Review of SOP 4-109, PT Program Standards Review and Adoption

This is a new SOP for the PTP EC review and acceptance of PT standards. Comparable SOPs exist for NEFAP and NELAP. Policy made the following changes:

- removed the word “accreditation” in sections 1 and 2 as this SOP also applies to recognition of ABs,
- deleted “by conducting a thorough review” from the opening of section 5.1,
- added “on the “PTP EC to the Note in 5.1,
- deleted “during the development process” from 5.1.1,
- removed the eight bullet in 5.1.1 but added “including economic impact” to the bullet on implementable,
- moved the opening sentence in 5.4 to the end of 5.3,
- deleted “at a meeting” from 5.5,
- added “by the PTP EC” after “summarize in 5.6,
- changed “if” to “once” at the beginning of 5.8.
- deleted 5.8.1 as it is redundant with 5.1.1 and 5.5.
- changed “Laboratory/FSMO” to “ PT Provider in 5.9, and
- added “if needed” to the end of 5.10 as this activity is generally not done for PTP ABs and PT Providers.

Motion to approve: Paul

Second: Ilona

Vote: Unanimous

6.0 Review of SOP 1-130, TNI Glossary

The committee started reviewing this draft SOP and got through section 5.3. Paul committed to making edits to 5.4 before the next call. Since this is a draft revision 0, the minor changes made by Policy were accepted and not shown as changes.

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
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Ilona Taunton	At Large	TNI	Ilona.taunton@nelac-institute.org	Yes