

**Policy Committee Minutes
June 5, 2026**

1.0 Roll Call shown below

2.0 Review of Agenda

Approved by unanimous consent.

3.0 Review May 15 minutes

Motion to approve: Paul
Second: Ann Marie
Vote: Unanimous

4.0 Continue Review of SOP 1-130, TNI Glossary

The committee completed its review of this SOP.

Motion to approve: Mei Beth
Second: Ilona
Vote: Unanimous

5.0 5-year review of SOP-1-104, Control of TNI Documents

The committee reviewed a list of Records that need to be managed and agreed on the following:

Record	Disposition
Invoices and check stubs	Hard copy provided to accountant who enters data into accounting software. Record then destroyed.
Invoices for conferences	Electronic record stored in a folder for each meeting.
Financial records including quarterly financial statements and annual IRS 990	Stored as spreadsheets for PDF in annual Finance folder.
Individual exams scores for credential exams	Paper copies of each exam scanned and retained in Credentials folder. Spreadsheet stored in Credentials folder with the final score for each area.
Certified professional Certificates	Emailed to those that passed. Copy retained in Credentials folder.
Certificates from webinars	Emailed to those that ordered. Electronic record of certificate and exam retained by Training Coordinator.
Certificates from webcasts	Copy archived for download on EDS website for each attendee. Accessible by TNI staff through the "impersonate" function.
Digital badges	Copy archived for download on EDS website for each individual who passed. Accessible by TNI staff through the "impersonate" function.
Attendee lists - Webinars	Archived in Training folder. Provided to trainers at the time of the webinar.
Attendee lists - Webcasts	Archived in Business folder. Provided to trainers quarterly.
Letters	PDF archived in the Business folder.

The committee asked Jerry to find out if William can access exams for webcasts and digital badges. William does archive these records.

The committee then began reviewing SOP 1-104 and made these changes:

- Revised title to Control of TNI Documents and Records

- Revised Section 1.0 by adding records, a new sentence on the purpose, and deleted a reference to PTPASSs.
- Added records to Section 2.0 and simplified the opening sentence.
- Replaced “Controlled document” with “Document” and revised the definition to be consistent with the definition in ELV1 Nodule 2, but replacing “laboratory” with “quality.”
- Added the term “TNI Content Management System” to specifically refer to documents stored on the TNI website.

In addition, Jerry committed to reviewing SOPs created since 2021 and see if any of those need to be added to Section 3.0. Jerry will also reach out to Debbie Bod regarding the definition of Document.

Meeting adjourned at 12:30 pm EDT.

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	
Jerry Parr	Program Administrator	TNI	Jerry.parr@nelac-institute.org	Yes
Ilona Taunton	At Large	TNI	Ilona.taunton@nelac-institute.org	Yes

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