

**Policy Committee Minutes
July 17, 2026**

1.0 Roll Call

See table below.

2.0 Review of Agenda

Approved by unanimous consent.

3.0 Review June 19 minutes

Motion to approve: Paul

Second: Susan

Vote: Unanimous

4.0 Minor edit to SOP 4-109

The PTP EC reviewed the SOP edited by policy and suggested this editorial change:

Once all obstacles are resolved, the PTP EC Chair presents the document **draft standard** to the committee for voting. A vote is conducted by the PTP EC in accordance with SOP 1- 102 (Voting Rules for TNI Committees). A Super Majority vote is required.

Policy accepted this change by unanimous consent.

6.0 Continue review of SOP-1-104, Control of TNI Documents

The committee started with the definition of “restricted” in section 4 and accepted this definition as worder, slightly revised the definition of “uncontrolled document” by removing examples, and removed the Note.

The committee then started a review of section 5 and had extensive discussions on the differences between document and record. The committee went back and reviewed the definitions for these two terms and confirmed they were correct as defined. The committee then reviewed Appendix A and highlighted those items that are documents with the remaining items being records. Jerry will split Appendix A into 2 appendices, one for documents and one for records for the next call.

After all of this discussion, the committee decided section 5.0 was no longer needed.

The committee then moved on to Section 6 (now section 5, and made these changes:

- Added a reference to Appendix A in 5.1.
- Revise 5.2 by changing the responsibility from the Secretary to the Board and making this apply to all of TNI, not just committees.
- Deleted section 5.3 related to a list of all documents.
- Eliminated “hard copy” from the new 5.3, as all controlled documents are electronic files.
- Revised 5.4 to address obsolete document.
- Deleted sections 5.5 as being redundant.
- Deleting most of 5.6, retaining only the requirement for a unique file name.

The committee then moved on to section 6 and made these changes:

- Changed “universal” to “public” in 5.1, added “active controlled” in from of documents, split the sentence into two sentences, and changed “sold” to “provided.”

- Revised 6.2 by removing a clause about availability since all controlled documents are available.
- Deleted section 6.3 as all controlled documents are available.

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

TNI Records (Partial List)

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 retained. 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. Copy retained on Training Coordinator computer with scores for those that ordered a Certificate of Completion
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	Provided to trainers at the time of the webinar.
Attendee lists - Webcasts	Provided to trainers quarterly.
Letters	PDF archived in the Business folder.