

**SUMMARY OF THE  
TNI CHEMISTRY EXPERT COMMITTEE MEETING**

**APRIL 29, 2016**

The Committee held a conference call on Friday, April 29, 2016, at 2:00 pm EST. Chair Richard Burrows led the meeting.

**1 – Roll call**

Richard Burrows, Test America (Lab)	Present
Francoise Chauvin, NYC DEP (Lab)	Absent
Brooke Connor (Other)	Absent
Eric Davis, Austin Water Utility (Lab)	Present
Anand Mudambi, USEPA (Other)	Present
John Phillips, Ford Motor Co. (Other)	Present
Scott Siders, PDC Labs (Lab)	Present
Valerie Slaven, Teklab (Lab)	Present
Gary Ward, OR DPH (Accreditation Body)	Absent
Gale Warren, NYSDOH (Accreditation Body)	Present
Colin Wright, Florida DEP (Lab)	Present
Ken Jackson, Program Administrator	Present

Associate Committee Members present: Arthur Denny; Chuck Lytle; Chuck Neslund

**2 – Previous Minutes**

It was moved by Anand and seconded by Colin to approve the minutes of April 1, 2016. All were in favor.

**3 – Committee Charter**

The draft charter was reviewed. Scott pointed out his interest group needed to be changed from Accreditation Body to Laboratory. With that change it was moved by Scott and seconded by Anand to approve the 2016 charter. All were in favor. Richard said he would forward the charter to Ken after making the change.

**4 - Guidance Materials**

Authors of the PowerPoint slides were reminded, if they had not done so already, to send them to Brooke for editing and compilation.

Eric had combined all the draft manuscripts on calibration for the guidance document, and had circulated it to the committee. He said he had made a few changes in the text and had made sure all the standard language was included in italics, as agreed during the previous call. Rather than work through this line-by-line, Richard asked everyone (especially the authors of the sections) to review and send their comments in.

A preliminary discussion on guidance for detection and quantitation followed. Eric questioned if the PowerPoint slides should be done first. Richard offered to circulate slides he had prepared already for presentation at the upcoming Texas TCEQ meeting. The committee could then decide if they would be sufficient for guidance and if they would then form the basis for the written document.

#### **4 – Next Meeting**

Detection and quantitation writing assignments would be agreed next, and it was hoped to finalize the calibration guidance document for sending to the Laboratory Accreditation System Executive Committee (LASEC).

#### **5 – Adjournment**

The meeting was adjourned at 2:35 pm EST.