

**SUMMARY OF THE  
TNI LABORATORY PROFICIENCY TESTING EXPERT COMMITTEE MEETING**

**FEBRUARY 14, 2014**

The Committee met by teleconference on Friday, February 14, 2014, at 11:00 am EST. Chair Shawn Kassner led the meeting.

**1 – Roll call**

Fred Anderson, Advanced Analytical Solutions (Other)	Present
Stephen Arpie, Absolute Standards (Other)	Absent
Kareen Baker, Independent (Other)	Absent
Yumi Creason, PA DEP (AB)	Absent
Rachel Ellis, NJ DEP (AB)	Absent
Scott Hoatson, Oregon DEQ (AB)	Present
Shawn Kassner, Phenova (Chair; Other)	Present
Roger Kenton, Eastman Chemical Co. (Lab)	Absent
Stacie Metzler, Hampton Roads San. Distr. (Lab)	Present
Mitzi Miller, Dade Moeller Assocs. (Other)	Present
Judy Morgan, Env. Science Corp. (Lab)	Absent
Virgene Mulligan, Amrad (Lab)	Absent
Joe Pardue, P2S (Other)	Present
Jim Todaro, Alpha Analytical (Lab)	Absent
Lisa Touet, MA DEP (AB)	Present
Ken Jackson, Program Administrator	Present

Associate Committee Members present: Nicole Cairns, NYSDOH; Audrey Cornell, ERA; Jeff Lowry, Phenova; Brian Stringer, ERA.

**2 – Previous Minutes**

It was moved by Scott and seconded by Joe to approve the January 17, 2014 minutes. All present were in favor. It was moved by Mitzi and seconded by Fred to approve the minutes of January 28, 2014 (Louisville meeting). All were in favor. In the absence of a quorum, Shawn asked Ken to solicit the absent Committee Members to vote on both sets of minutes.

**3 – Status of Standards in Development**

Discussing V1M1 and V2M2, Shawn said one outstanding comment from Susan Wyatt on V2M2 still had to be dealt with. Both modules could then move on to be Voting Draft Standards (VDS). It was anticipated the VDS would be posted soon and could be voted on in April. That would allow the committee to consider the voters' comments at the August meeting. Ken would be posting the V3 WDS soon, and it was planned to present this publicly for discussion and comment by Webex.

Mitzi was working on V4 and was updating it as a result of comments received in Louisville. It would then be ready soon for presentation as a WDS.

Shawn polled the members present on the frequency of future conference calls, and there was general agreement to continue every two weeks until the V4 Modified WDS was ready. The continuing call frequency would then be reviewed.

Shawn also reported the TNI Finance Committee had asked the PT Expert Committee to consider reducing the assessments of PTPAs (V4) to every 4 years. This would be consistent with ILAC which assesses to ISO 17011 every 4 years. Nicole thought a frequency of 3 years would be better, since it would be comparable to the assessments of Accreditation Bodies. However, most people favored 4 years. Mitzi added that the PT world is very stable, with ISO 17011 having been in place for a long time. In Louisville there was strong agreement for transferring the V4 TNI requirements into an SOP, and hence leaving only the PTPA requirements in V4. The SOP subcommittee was chaired by Stacie, and Nicole was a member. Mitzi agreed to be involved and Shawn said he would look for another volunteer from the PT Expert Committee (Committee member or Associate Committee member).

#### **4 – Volume 4 Review**

Stacie and Shawn agreed to look at Mitzi's edits when she had completed them. Shawn said he would consider Webex (if available) for reviewing V4 on future calls. Ken suggested looking at Join.me if Webex was not available.

#### **5 – Next Steps**

Shawn hoped to get V1M1 and V2M2 out to the committee before the next call.

#### **Adjournment**

The meeting was adjourned at 11:40 pm EDT.