

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

**MARCH 4, 2016**

The Committee met by teleconference on Friday, March 4, 2016, at 11:00 am EST. Chair Shawn Kassner led the meeting.

**1 – Roll call**

Fred Anderson, Advanced Analytical Solutions (Other)	Present
Nicole Cairns, NYSDOH (Other)	Present
Rachel Ellis, NJ DEP (AB)	Present
Patrick Garrity, KYDOW (AB)	Present
Scott Hoatson, Oregon DEQ (AB)	Absent
Craig Huff, ERA (Other)	Present
Shawn Kassner, Phenova (Chair; Other)	Present
Stacie Metzler, Hampton Roads San. Distr. (Lab)	Absent
Mitzi Miller, Dade Moeller Assocs. (Other)	Absent
Tim Miller, Phenova (Other)	Absent
Judy Morgan, Pace (Lab)	Present
Joe Pardue P2S (Vice-Chair; Other)	Present
Donna Ruokenen, Microbac (Lab)	Present
Ken Jackson, Program Administrator	Present

Associate Committee Members present: Steve Arpie; Absolute Standards; Chandra Thekkekalathil Chandrasekhar, FLDEP.

**2 – Previous Minutes**

It was moved by Fred and seconded by Patrick to approve the minutes of February 26, 2016. All were in favor.

**3 – Volume 3 Comments**

As discussed in the previous minutes (February 26, 2016), several comments on the definitions section remained unresolved until Shawn had checked whether copyright issues would prevent the ISO definitions being reproduced in the standard. It had since been clarified by Jerry Parr that there was no copyright restriction on using them in the informative portion of the standard. Shawn asked the committee if those definitions would add anything to the standard if they were included. The following decisions on the definitions section 3.0 were made by the committee.

**Lot.** It was moved by Nicole and seconded by Fred to rule the comment Non-Persuasive and to use the ISO definition without the note. All were in favor.

**Reference Material.** It was moved by Craig and seconded by Fred to rule the comment Non-Persuasive and to use the ISO definition without the note. All were in favor.

**Certified Reference Material.** It was moved by Donna and seconded by Joe to rule the comment Non-Persuasive and to use the ISO definition without the note. All were in favor.

One further outstanding comment was considered.

**Section 3.0** *“Intro wording in section 3.0 is confusing, it seems that the definitions are meant to “conform” to the ISO definitions but sometimes they are the same, sometimes they are different, sometimes they are new and distinct terms from the ISO definitions. Also, some definitions are from ISO Guide 30/34 and should be referenced in the document. It just seems very confusing and an organization having to conform to all standards might be pulling their hair out with terms that mean different things in different standards. Also, it seems like the definitions are meant to be in alphabetical order but they get random (or it appears) after 3.13. There are also numbering errors where some numbers are duplicated. Possible Resolution: Use the ISO definitions when possible and appropriate and clearly reference the applicable ISO standard. Perhaps even separate the ISO definitions from the unique TNI definitions so it is really clear. If alphabetical order is intended you’ll want to rearrange the definitions. Also, renumber the definitions so there are no duplications.”* It was moved by Craig and seconded by Nicole to rule the comment Persuasive, since the ISO definitions had now been adopted, and to change “conforming to” to “conformant with”. All were in favor.

#### **Volume 4 Comment.**

The last V3 comment above had also been made with reference to V4.

The first paragraph of section 3.0 stated “For the purpose of this Standard, the relevant terms conform with *ISO/IEC 17011:2004(E), Clause 3* and *ISO/IEC 17025:2005(E), Clause 3, and ISO/IEC 17043:2010*. Additional relevant terms are defined below.” However, there are no ISO terms in that volume. It was moved by Fred and seconded by Craig to rule the comment Persuasive, and to change the wording to “For the purpose of this Standard, the relevant terms are defined below.” All were in favor.

#### **3 – Next Steps**

This completed consideration of the comments for Volumes 3 and 4. Shawn said he would make the agreed changes and the committee would meet in one week (March 11) to vote the standards and responses-to-comments out of committee. This would allow the volumes to be presented for vote as Interim Standards.

#### **4 – Adjournment**

The meeting was adjourned at 11:40 pm