

**SUMMARY OF THE
TNI LABORATORY PROFICIENCY TESTING EXPERT COMMITTEE MEETING
APRIL 10, 2015**

The Committee met by teleconference on Friday, April 10, 2015, at 11:00 am EST. Chair Shawn Kassner led the meeting.

1 – Roll call

Fred Anderson, Advanced Analytical Solutions (Other)	Present
Kareen Baker, Independent (Other)	Present
Yumi Creason, PA DEP (AB)	Present
Nicole Cairns, NYSDOH (Other)	Present
Rachel Ellis, NJ DEP (AB)	Absent
Scott Hoatson, Oregon DEQ (AB)	Present
Shawn Kassner, Phenova (Chair; Other)	Present
Stacie Metzler, Hampton Roads San. Distr. (Lab)	Present
Mitzi Miller, Dade Moeller Assocs. (Other)	Absent
Judy Morgan, Env. Science Corp. (Lab)	Present
Joe Pardue, P2S (Vice-Chair; Other)	Absent
Jim Todaro, Alpha Analytical (Lab)	Absent
Lisa Touet, MA DEP (AB)	Present
Ken Jackson, Program Administrator	Present

Associate Committee Members present: Rob Knake, A2LA; Jeff Lowry, Phenova; Shari Pfalmer, ESC.

2 – Previous Minutes from March 20

It was moved by Scott and seconded by Fred to approve the minutes. All were in favor.

3 – Volume 1 Module 1, Volume 2 Module 2, and Volume 4

The committee continued to work through the modules and volumes to check if all agreed changes had been made. Shawn reported he and Scott were still working on Volume 2 Module 2. Shawn had heard from Matt Sica who agreed Volume 4, Section 4.3 could be removed. Shawn said he would do so and then send it on to Fred who was reviewing Volume 4. Judy reported, in reviewing Volume 1 Module 1, she had found numerous comments on which action was incomplete. Individual Committee members and Associate Committee Members had previously been given spreadsheets with the comments assigned to them, and Judy presented several with incomplete items. Shari also presented a list. The committee discussed each comment.

Shawn said he would combine all the comments onto one spreadsheet and would work through the committee minutes when each was discussed. He would then enter those decisions on to the spreadsheet and send it back to Judy. The committee would then meet on the following Friday (April 17) to go through all the Volumes and Modules.

Adjournment

The meeting was adjourned at 11:55 am EST.