

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

MAY 8, 2015

The Committee met by teleconference on Friday, May 8, 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)	Absent
Yumi Creason, PA DEP (AB)	Present
Nicole Cairns, NYSDOH (Other)	Present
Rachel Ellis, NJ DEP (AB)	Present
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: Audrey Cornell, ERA; Jeff Lowry, Phenova.

2 – Previous Minutes from April 17, 2015

It was moved by Scott and seconded by Judy to approve the minutes, with the correction that Yumi was present. All were in favor.

3 – Volume 1 Module 1 and Volume 2 Module 2

The committee continued discussion of voters' comments that had been considered by Yumi.

V2M2, 4.1.2 “...within sixty (60) days of receipt of the report...” *Comment: Suggest specifying sixty (60) calendar days, to be explicit.* The committee agreed.

V2M2, 5.1.1 and 5.1.2 “I suggest that the committee remove the term “Primary” from this section. Any AB, primary or secondary, should submit its questions to the PTP. These inquiries should not be limited to the Primary AB. See my comment regarding definition of Primary AB.” The committee agreed.

It was moved by Scott and seconded by Yumi to accept the changes in 4.1.2, 5.1.1, and 5.1.2 and to remove “Primary” from 5.1.4. All were in favor

V2M2, 5.2.1 “Sections 5.1.4 and 5.2.1 essentially say the same thing.” Yumi disagreed, saying Section 5.2.1 requires AB’s to have procedures to handle complaints on all AB evaluations, not just the not acceptable evaluations as in section 5.1.4, for the laboratory’s performance on a PT study.

Scott said general complaints language is already in the volume, so he questioned if the section is needed. After some further discussion, Scott suggested deleting 5.2.1 and re-stating Section 5.1.4 to also include the 5.2.1 requirements. Nicole suggested modifying 5.1.4 by changing “.. about the validity of a not acceptable evaluation made by the Primary AB for a FoPT..” to “.. relating to the validity of a not acceptable evaluation for a FoPT..”.

It was moved by Scott and Seconded by Nicole to strike 5.2 and accept the above changes to 5.1.4. All were in favor.

This concluded consideration of Yumi’s assignment.

A question was raised over **V1M1, Section 6**. Shawn was asked to check that this section reflected all the changes agreed in the minutes of the October 24, 2014 conference call.

4 – Next Steps

Shawn would send to Ken the modified V1M1 and V2M2. This would be published, together with the Response-to-Comments document, for 15 days to allow Committee Members to consider changing their votes (per the requirements in SOP 2-100). They could then be published as Interim Standards.

Adjournment

The meeting was adjourned at 12:05 pm EDT.