

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

JULY 7, 2017

The Committee met by teleconference on Friday, July 7, 2017, at 11:00 am EST. Chair Nicole Cairns led the meeting.

1 – Roll call

Fred Anderson, Advanced Analytical Solutions (PT Provider)	Present
Nicole Cairns, NYSDOH (Chair; Laboratory)	Present
Rachel Ellis, NJ DEP (AB)	Present
Patrick Garrity, KYDOW (AB)	Absent
Craig Huff, ERA (PT Provider)	Present
Susan Jackson, SC DHEC (AB)	Present
Stacie Crandall, Hampton Roads San. Distr. (Lab)	Absent
Tim Miller, Phenova (PT Provider)	Absent
Donna Ruokenen, Microbac (Lab)	Present
Ken Jackson, Program Administrator	Absent

Associate Committee Members present: Joe Boatright, BSK Associates; Thekkekalathil Chandrasekhar, FLDEP; Amanda Grande, Phenova.

2 – Previous Minutes

It was moved by Susan and seconded by Fred to approve the minutes of June 9, 2017. All were in favor and the minutes were approved.

3 – Checklist

Nicole thanked Shawn, Craig and Ken for putting the checklist together, and asked for comments. An Accreditation Body (AB) member had sent in suggestions for improving the checklist, but it was pointed out this was a basic checklist to be used as a starting point for ABs to develop their own. Nicole had made small amendments to address some of the ABs comments, but otherwise it was decided not to make further modifications. It was moved by Fred and seconded by Craig to approve the checklist. All were in favor.

4 – Presentation/agenda for the August Environmental Measurement Symposium

Nicole had circulated a proposed agenda. She suggested repeating the presentation given in Houston (January 2017). She felt it was appropriate to repeat that presentation, since very few people attended the meeting in Houston, and more should be present at the August meeting. It would incorporate: committee overview and membership; 2017 accomplishments and goals; status of the 2016 standard; and highlights of major changes in the 2016 standard. Beyond that, no new business was planned for the quarter-day session. Those present agreed this was appropriate.

5 – Adjournment

The meeting was adjourned at 11:20 am EDT. Nicole said there would be no conference call before the August meeting in Washington DC.