

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

MARCH 11, 2016

The Committee met by teleconference on Friday, March 11, 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)	Present
Craig Huff, ERA (Other)	Present
Shawn Kassner, Neptune (Chair; Other)	Present
Stacie Metzler, Hampton Roads San. Distr. (Lab)	Absent
Mitzi Miller, Dade Moeller Assocs. (Other)	Absent
Tim Miller, Phenova (Other)	Present
Judy Morgan, Pace (Lab)	Absent
Joe Pardue P2S (Vice-Chair; Other)	Present
Donna Ruokenen, Microbac (Lab)	Present
Ken Jackson, Program Administrator	Absent

Associate Committee Members present: Mike Blades, ERA; Amanda Bruggeman, Phenova;

2 – Previous Minutes

It was moved by Fred and seconded by Craig to approve the minutes of March 4, 2016. All were in favor.

3 – Volume 3

Shawn asked for comments on the changes made to Volume 3 as a result of decisions reached during the previous meeting (March 4, 2016). On Tim’s suggestion some editorial changes were made. In Clause 5.9.3.1.2, 5.9.3.2.1, and 5.9.3.2.2, “..if one of the following are true” was changed to “..if one of the following is true”. There being no further comments it was moved by Fred and seconded by Joe to accept the editorial changes and approve Volume 3 as an Interim Standard. All were in favor.

4 – Volume 4

Tim suggested two editorial changes. In Clauses 6.1 c and 6.2 g “PT Providers” should be singular. Nicole and Shawn had inserted language from the PTP Executive Committee into Clauses 4.1 c and 5.6. With these changes, it was moved by Joe and seconded by Fred to approve Volume 4 as an Interim Standard. All were in favor.

3 – Next Steps

Shawn would send the approved versions of Volumes 3 and 4 and the Response-to-Comments spreadsheet to Ken for processing. Scott asked for Ken to also check the formatting. Shawn said he would circulate Volume 1 Module 1 and Volume 2 Module 2 to verify they were now complete. This would be confirmed at the next meeting.

4 – Adjournment

The meeting was adjourned at 11:35 pm