

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

**APRIL 6, 2018**

The Committee met by teleconference on Friday, April 6, 2018, at 11:00 am EST. Chair Nicole Cairns led the meeting.

**1 – Roll call**

Fred Anderson, Advanced Analytical Solutions (PT Provider)	Present
Jim Brownfield, ESC (Laboratory)	Present
Nicole Cairns, NYSDOH (Chair; Laboratory)	Present
Rachel Ellis, NJ DEP (AB)	Absent
Patrick Garrity, KYDOW (AB)	Absent
Craig Huff, ERA (PT Provider)	Present
Susan Jackson, SC DHEC (AB)	Absent
Tim Miller, Phenova (PT Provider)	Present
Reggie Morgan, Hampton Roads San. Distr. (Lab)	Present
Ken Jackson, Program Administrator	Absent
Iлона Taunton, TNI staff	Present

Associate Committee Members present: Thekkekalathil Chandrasekhar, FLDEP; Ron Coss, Orange County Sanitation District; Amanda Grande, Phenova; Shawn Kassner, Neptune; Jason Poore, A2LA.

**2 – Change in Committee Membership**

Jim Brownfield had resigned as a result of Donna relocating to the same parent company (SOP 2-101 prohibits more than one member from the same company), but Nicole announced Donna has since relocated again. Therefore, Jim would remain as a PT Expert Committee Member. Ron Coss joined the call as a potential Committee Member.

**3 – Previous Minutes**

It was moved by Fred and seconded by Jim to approve the minutes of March 2, 2018. All were in favor and the minutes were approved.

**4 – Update on V1M1 2009 vs 2016 Summary of Changes Document**

Nicole reported she and Craig sent in the summary of changes and Jerry merged it with the rest of the module updates. Nicole and Paul Junio then gave Jerry input on his combined document.

**5 – PTRL Guidance Document Draft Review**

Following the Policy Committee approval of the form proposing development of guidance, Nicole prepared a first draft, based largely on the PT section of the Small Laboratory Handbook. Scott Hoatson had already provided some input and Nicole presented this in a tracked document. The committee worked through the document, making changes to simplify the language and adding

examples to facilitate its use. Subsequent to the call, Nicole made further proposed changes and shared them with the committee. It was intended to finalize the guidance document during the next call on May 4, 2018.

## **6 – Adjournment**

The meeting was adjourned at 12:20 pm EST.