

## Proficiency Testing Expert Committee

### Meeting Summary November 6, 2020

The Committee met via teleconference on Friday, November 6, 2020 at 11:00 AM ET. Chair Kirstin Daigle led the meeting. The call was being recorded for the sole purpose of preparation of meeting minutes. The recording will be deleted immediately upon creation of said minutes. The agenda for the meeting is provided as Attachment 1. The agenda was approved by the committee after a revision to include the training reminder.

#### Roll call

Nicole Cairns, NYSDOH (Laboratory)	Present
Thekkekalathil Chandrasekhar (Chandra), FLDEP (Laboratory)	Present
Patrick Garrity, KYDOW (AB)	Absent
Craig Huff, ERA (Vice-Chair; PT Provider)	Absent
Susan Jackson, SC DHEC (Laboratory)	Present
Tim Miller, Phenova (PT Provider)	Present
Reggie Morgan, Hampton Roads San. Distr. (Laboratory)	Present
Rachel Bailey, Advanced Analytical Solutions (PT Provider)	Present
Amy Pollard, Occidental Chemical (Laboratory)	Absent
Kirstin Daigle, Pace Analytical (Chair; Laboratory)	Present
Sennett Kim, A2LA (AB)	Present
Rachel Ellis, NJ DEP (AB)	Present
Robert Wyeth, Program Administrator	Present

Associate Committee Members Mike Blades, Brian Stringer, Amy DeMarco, Danielle Pearman, Marie Wu and Shawn Kassner. With a quorum present the meeting proceeded.

#### Training Reminder

Bob reminded all members of the availability of training materials on the TNI website and requested any member who have not done so to visit the following link for training; <http://nelac-institute.org/eds/download/ChairTraining.php>. This training is admittedly old and is being revised by the CSDEC and will be available in early 2021 and will be required of all committee participants.

#### Review and approve October 2020 minutes

October 2, 2020 minutes, including editorial changes from Sennett, were reviewed; a motion was made by Craig and seconded by Tim to accept the minutes. The motion was unanimously approved. The minutes will be forwarded to William for posting on the TNI website.

## **Next Revision Project Plan: Review of PT Standards Update**

Beginning with the previously developed and presented spreadsheet (5\_Comments-Review of PT Standards 11.01.19\_2020), updated and reorganized by Kirstin, the committee reviewed each line item to confirm the priority and develop a schedule of addressing each issue contained in the file.

In Kirstin's review she saw that several issues are on hold for various reason and that others require working with other committees. The intent today was subsequently to go through the listed issues and determine where outreach was necessary and to seek volunteers to conduct said outreach. The goal would be to gather such inputs by December and be ready to begin responding to the necessary changes in January 2021.

As to the first issue, the discussion focused on use of uncertainty in reporting of PT performance and reporting. Clarification from the Radiochemistry Committee as to this issue will be solicited by Kirstin.

After agreement on the approach and schedule for major issues, it was established that the minor issues were focused on definitions and/or clarifications. Bob presented a status of progress on revisions to the glossary and advised the committee that if a term is not specifically defined in the standard, changes and modifications can be made so long as they are not inconsistent with state rules and regulation. Changes in definitions contained within the standard would require going through the entire standard development process.

After continuing discussion, it was decided that the committee would also attempt to resolve these definition/clarification issues during the December call. Bob will provide updated status from the CSDEC's Glossary work group.

The following spreadsheet reflects the comments and schedule for addressing the issues but will need to be complimented with the committee's overall review of the modules for other potential changes.



Copy of 5\_Comments  
- Review of PT Standa

It was suggested that as we proceed, a webinar to discuss potential changes to the Module(s) may be helpful in ensuring that the issues of concern to the stakeholders are most efficiently and accurately addressed.

It was estimated that the timing of an NOI regarding these potential changes will likely be just prior to the TNI Summer meeting.

## **New/Old Business**

As to old business Kirstin reported that she had yet to reach out to Dorothy Love regarding PT issues for the mentor session but will do so prior to our next call. According

to Shawn there is no new information as to the meeting with WET at the winter virtual meeting.

Committee membership remains an issue. We have new applicants and existing Associate members interested in participation on the committee. Bob will put a package of information available for consideration during the December meeting.

No new business was presented to the committee.

The PTEC meeting adjourned at 12:16 AM ET on a motion by Tim and a second by Nicole. The motion passed unanimously. The next meeting of the PTEC is scheduled for 11:00 AM ET on December 6, 2020.

## **Attachment 1**

### **TNI Proficiency Testing Expert Committee Agenda**

**11/06/20**

**11:00 AM – 12:30 PM EST**

Dial-in using your phone:

United States: **+1 712-832-8330**

Access code: **822 174**

1. Recording Disclosure - Bob
2. Roll Call
3. **Training Reminder**
4. Review and approve minutes from previous meetings:
  - TNI\_PTEC\_10-02-20\_Draft\_KLD Edit
5. Next Revision Project Plan: Review List and create work schedule for 2021. Secure volunteers to follow up with other committees as needed.
  - 5\_Comments-Review of PT Standards 11.01.19\_2020 Update
6. Old Business
7. New Business