

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

**NOVEMBER 15, 2013**

The Committee met by teleconference on Friday, November 15, 2013, at 11:00 am EST. Chair Shawn Kassner led the meeting.

NOTE: These minutes were approved by the majority of Committee Members who participated in the call. A quorum of the committee was not established.

**1 – Roll call**

Fred Anderson, Advanced Analytical Solutions (Other)	Absent
Stephen Arpie, Absolute Standards (Other)	Absent
Kareen Baker, Veolia Water N. American (Other)	Present
Yumi Creason, PA DEP (AB)	Absent
Rachel Ellis, NJ DEP (AB)	Present
Scott Hoatson, Oregon DEQ (AB)	Absent
Shawn Kassner, Phenova (Chair; Other)	Present
Roger Kenton, Eastman Chemical Co. (Lab)	Present
Stacie Metzler, Hampton Roads San. Distr. (Lab)	Absent
Mitzi Miller, Dade Moeller Assocs. (Other)	Absent
Judy Morgan, Env. Science Corp. (Lab)	Absent
Virgene Mulligan, Amrad (Lab)	Absent
Joe Pardue, P2S (Other)	Present
Jim Todaro, Alpha Analytical (Lab)	Absent
Lisa Touet, MA DEP (AB)	Present
Ken Jackson, Program Administrator	Present

Associate Committee Members present: Nicole Cairns, NYSDOH; Audrey Cornell, ERA; Bob O'Brien, Sigma-Aldrich.

**2 – Previous Minutes**

It was moved by Roger and seconded by Kareen to approve the November 1, 2013 minutes. In the absence of a quorum, Shawn said the minutes would be distributed for voting by e-mail.

**3 – Standards Interpretation Requests (SIR)**

Shawn announced that 2 SIRs were being returned to the committee for review. He said he would forward them to SIR subcommittee.

**4 – Volume 3**

The most recent draft version of Volume 3 (dated October 31, 2013) was considered.

Lisa suggested the definitions should be examined for consistency with the other volumes, and Shawn said he would check them.

An apostrophe was removed from “provider’s” in Section 5.1.2.

Section 5.3.1 read: “*PT providers shall record all complaints received concerning their PT studies including any remedial or corrective actions taken. This record shall be provided to the PTPA upon request.*” It was pointed out this is already covered in ISO 17043, except for the second sentence. Therefore, Section 5.3.1 was re-worded to read: “*PT providers shall provide to the PTPA all recorded complaints on request.*”

Section 5.5.2.1 read: “*The matrices of all PT samples shall, to the extent possible, resemble the matrices which participant laboratories routinely analyze.*” Lisa pointed out this is already covered in ISO 17043, so the section was removed from the draft standard.

Shawn asked everyone to take a hard look at the revised draft that he would circulate after the call. In particular, he drew attention to Section 5.9.3.1, referring to “>” values, and he said he would forward Susan Butts’ comments on it.

## **5 – Next meeting**

The next conference call was scheduled for December 6, 11:00 am EST. Shawn would work with Ken to explore a system for committee participants to view the standard on-line in real time. It would be the goal of the next meeting to work through Volume 3 line-by-line to create the Working Draft Standard.

## **Adjournment**

The meeting was adjourned at 11:20 am EDT.