

**TNI FoPT Formatting Subcommittee  
Meeting Summary**

**February 20, 2015**

1. Roll call and approval of minutes:

The TNI FoPT Formatting Subcommittee meeting was called to order on Feb 20, 2015 at 2:02 PM Eastern. Attendance is recorded in Attachment A – 3 subcommittee members were present. Craig had to leave the call early. Affiliates Present: None

Call for vote on minutes from previous call: Minutes from Jan 23, 2015 teleconference were not available for comment/vote at this time.

2. Discussion:

Presentation of methods:

Craig offered to initiate the format changes for Aluminum and a “sampling” of another core analyte group per the template discussed in the Jan 23, 2015 conference call and email it to subcommittee members for consideration/comment.

Microbiology methods discussion:

Nicole, Shawn & Craig had not yet received feedback from their internal microbiology experts relative to the microbiology methods presentation.

3. Action Items:

-See Attachment B

4. Next Meeting

The next meeting was scheduled for Mar 6, 2015 at 2:00pm EST

The meeting was adjourned at 2:10pm EST. Shawn motioned, Nicole seconded.

**Attachment A**

**Participants**

**TNI**

**Proficiency Testing Program-FoPT Formatting Subcommittee**

<b>Members</b>	<b>Affiliation</b>	<b>Contact Information</b>
Nicole Cairns (2012) <b>Present</b>	NY State DOH	(518)-473-0323 <a href="mailto:nicole.cairns@health.ny.gov">nicole.cairns@health.ny.gov</a>
Craig Huff (2014) <b>Present- Had to exit early</b>	Environmental Resource Associates-Waters Corp	(303)-463-3518 <a href="mailto:chuff@eraqc.com">chuff@eraqc.com</a>
Dr. Andy Valkenburg (2011) <b>Absent</b>	Energy Laboratories, Inc.	(406)-869-6254 <a href="mailto:avalkenburg@energylab.com">avalkenburg@energylab.com</a>
Shawn Kassner <b>Present</b>	Phenova	(866)-942-2978 <a href="mailto:ShawnK@phenova.com">ShawnK@phenova.com</a>
Stephen Arpie <b>Not Present</b>	Absolute Standards, Inc	(800)-368-1131 <a href="mailto:stephenarpie@mac.com">stephenarpie@mac.com</a>



**Attachment C**

**Backburner / Reminders – TNI FoPT Formatting Subcommittee**

	<b>Item</b>	<b>Meeting Reference</b>	<b>Comments</b>
	Discuss the incorporation of Method Codes in the table	See Andy's comment above	Further clarification from PTPEC?