

**TNI PT Board  
Meeting Summary  
February 21, 2007**

1. Roll call and approval of minutes.

Chairman Carl Kircher called the organizational meeting of the TNI PT Board to order on February 21, 2007. The following members were present: Michella Karapondo, Curtis Wood, Richard Sheibley, Gary Dechant, and Bill Ingersoll. Matthew Sica, Eric Smith, Kirstin McCracken, Steve Gibson, Raeann Haynes and Carol Batterton were absent. The minutes from the January 17, 2007 telecon and the January 31, 2007 face-to-face meeting in Denver were reviewed and no revisions to the draft minutes were submitted to the committee. No changes were made by the attendees and the minutes were approved.

2. Discussion of draft PT Board Charter.

The draft Charter was discussed. Richard Sheibley said that the Charter should comply with the NELAC standard since the TNI standards will not be immediately adopted. Gary Dechant said that Objective 4 (that discusses review and evaluation of PT data) should delegate responsibility for oversight of the database to the PTPA, but that the database should be owned by NELAC and the PT Board. Curtis Wood stated that there should be a single database (regardless of whether there are more than one PTPA) and that access to the PT database should be limited to the PTPA(s) and the PT Board. Carl Kircher stated that Chapter 2, Appendix C made the PT Board responsible for PT acceptance limits. Richard Sheibley said that the subcommittee that would be formed should include a statistician. PT levels should not be changed immediately because of state regulatory limits may be lowered but would only be changed based upon a statistical analysis of the data from PT Studies. Gary Dechant gave the example of perchlorate that has gone from ppm to ppb regulatory levels. Transition from NELAC PT Board to TNI PT Board was discussed. NELAC subcommittees could transition to TNI subcommittees with the same or additional membership. It was brought up that the PT expert committee working on the standard was going to go back through the standard and assign the SSA functions to TNI positions or groups - mostly to the PT Board. It was also suggested that the PT expert committee be contacted to get some direction as to where they were with this.

3. Discussion of SOP drafts.

The development of the draft SOPs were discussed. PT Board voting, quorum, and veto options were discussed and the consensus was that the PT Board SOPs must be compliant with the policies and procedures of TNI. It was also decided that until we determined what over-riding policies and procedures were to be

created by the TNI Board and specifically how we were to address voting and approval we could not approve the Charter or any SOP for submittal to the TNI board.

Board composition was discussed, and it was agreed that a balance must be established with accreditors, laboratories, and other stakeholder representatives.

The minimum size of subcommittees was agreed to be at least 3 members, but TNI may require more members such as 5.

It was agreed that a staggered rotation of members on the TNI PT Board must be scheduled for continuity of experience.

PT Board members should review the draft SOPs and forward their comments to Carl Kircher before the next meeting to be scheduled in March 2007.

#### 4. Additional SOPs

Additional SOPs were proposed for developed. These included conflict of interest and a SOP for explaining how to write SOPs. These SOPs may be TNI SOPs and not PT Board SOPs. TNI should be contacted to determine the direction they are headed in developing SOPs.

An SOP for adding, changing, deleting analyte codes, method codes, and technology keys will need to be developed. It was suggested that we contact the current NELAC subcommittees and offer them concurrent positions on the TNI equivalent committees. If accepted then they could work on the method code and acceptance criteria SOPs based on what they are currently doing for NELAC in this area. At a minimum we need to request their current procedures.

References to Standard Setting Authority were discussed:

- TNI PT Board
- NELAC/TNI PT Board
- TNI

#### 5. Adjourn

The meeting was adjourned at 2:30 pm ET.