

**TNI PT Board
Meeting Summary
May 3, 2007**

1. Roll call and approval of minutes.

Chairman Carl Kircher called the TNI PT Board to order on May 3, 2007. The following members were present: Curtis Wood, Eric Smith, Kirstin McCracken, Steve Gibson, Richard Sheibley, Gary Dechant, Michella Karapondo, and Carol Batterton. Associate members Lance Boynton, Chuck Wibby, and Randy Querry were also present. Member Raeann Haynes joined the call late.

The minutes from the April 19, 2007, meeting were approved for posting on the TNI website.

3. Review of Committee Charter

Carl Kircher asked for comments on the committee charter and there were none.

2. Discussion of Draft Operations SOP

Carl presented the SOP on Committee Operations asked for comments. Richard Sheibley suggested that there should be a footer describing the SOP and which specifies 'TNI PT Board'. The filename should specify TNI PT Board as well. The footer should include the date of issue and the page number.

3. Discussion of Draft Voting SOP

Carl presented the draft Voting SOP and asked for comments. Members agreed that a footer as described above should be added and that the word "or" should be added at the end of Section 3.2.5 (a).

4. Complaint Resolution SOP

Carl presented the draft Complaint Resolution SOP and asked for comments. Members agreed that a footer as described above should be added.

5. Guidance Document for PT Acceptance Limits

Carl presented the draft guidance document for PT acceptance limits and members agreed that a footer as described above should be added. A suggestion was made to clarify the number of participants vs. the number of data sets on page 10. Also, a suggestion was made to reference or explain why particular numbers are used [e.g. R^2 (Mean), R^2 (Standard Deviation)]

6. SOP for Evaluating PTOB/PTPAs

Carl presented the SOP for evaluating PTOB/PTPAs. This SOP was a re-write to combine the PTOB and PTPA processes into one document. Members agreed a footer is needed in this document. Also in the last paragraph of Section 5.5 the previous PTOB/PTPA re-evaluation SOP is to be added to Section 5.8 of the new combined SOP. This was regarding ensuring a follow up review of nonconformances from the previous audit.

7. Approval of Charter and SOPs

Upon Raeann Haynes joining the meeting, a quorum of 80% of the membership was present. Raeann moved that the TNI PT Board Charter and the SOPS for Committee Operations, Voting, Complaint Resolution, PT Acceptance Criteria, and Evaluating PTOB/PTPAs be approved with the changes indicated above. Curtis Wood seconded the motion. A roll call vote was taken and all members present voted in favor of the motion. The motion passed.

8. Recommendation for A2LA as PTOB

Carl presented the recommendation that A2LA be designated as the TNI PTOB/PTPA based on the prior NELAC PT Board evaluation and according to the 2003 NELAC standards. Carl stated that it was his intent to re-evaluate the PTOB/PTPA next spring during the on-site assessment of the PT providers. Raeann Haynes made a motion to approve A2LA which was seconded by Gary Dechant. A roll call vote of members present was taken and all voted in favor. The motion passed.

9. Approval of PT acceptance limits

Carl presented the NELAC PT Board's PT acceptance limits and asked for approval as the TNI PT Board PT acceptance limits. Carl stated that wording in red was not considered in this approval. Raeann Haynes made the motion and Richard Sheibley seconded. A roll call vote was taken and the all members present voted in favor. The motion passed.

10. Next steps

Carl will draft a letter to the TNI NELAP Board advising them all SOPs and approvals have been completed.
Carl also asked for assistance with review of his paper for the EPA Quality Conference.

5. Next meeting

The next meeting of the TNI PT board will be on May 17, 2007, at 12 Noon CDT. Meeting topics will include identification of additional SOPs that are required for TNI PT board operations.