

PTSOP minutes – May 19, 2017

Attendees:

Stacey Fry

Nicole Cairns

Shawn Kassner

Susan Jackson

Stacie Crandall

Gil Dichter

Not Present:

Reggie Morgan

- Meeting was called to order at 1:06 PM (Eastern Time)
- Thank you Stacie for supplying a conference number.
- Minutes from April 14th, 2017. Nicole made a motion to accept the minutes and was second by Susan. The minutes were approved by the committee. No one abstained or voted negative.

SOP 4-101:

- Ilona forwarded to me the following document: Rev 3.1 Acceptance Limits 4-15-10-Provisional - In PT SOP subcommittee for update. Got placed on hold to work on other SOPs first. Quite a bit of work has been started on this update.
- Nicole and Stacie indicated that this was the original version and it was reviewed with extensive revisions (using the new SOP format). The document was specifically for Chemistry. Nicole sent the committee this work in progress document from her archives, dated Nov.13th, 2014.
 - Nicole to contact Carl Kircher to determine what version of this SOP the Chemistry FoPT subcommittee currently using.
- This SOP PT document is also for microbiology, radiochemistry and toxicity and after discussion it was decided to contact the chairs of PT for microbiology, radio chemistry and toxicity to obtain their current SOPs for review to update SOP 4-101.
 - Shawn to contact Bob Shannon -Radiochemistry
 - Gil to contact Jennifer Best- Microbiology
 - Stacie to contact- Toxicity committee
- The next meeting will be on June 9th from 1-2PM
- Meeting adjourned at 1:50 PM

Respectfully submitted

Gil