

**SUMMARY OF THE
TNI LABORATORY PROFICIENCY TESTING EXPERT COMMITTEE MEETING
JANUARY 23, 2015**

The Committee met by teleconference on Friday, January 23, 2015, at 11:00 am EDT. Chair Shawn Kassner led the meeting.

1 – Roll call

Fred Anderson, Advanced Analytical Solutions (Other)	Present
Stephen Arpie, Absolute Standards (Other)	Present
Kareen Baker, Independent (Other)	Absent
Yumi Creason, PA DEP (AB)	Present
Rachel Ellis, NJ DEP (AB)	Present
Scott Hoatson, Oregon DEQ (AB)	Present
Shawn Kassner, Phenova (Chair; Other)	Present
Roger Kenton, Eastman Chemical Co. (Lab)	Present
Stacie Metzler, Hampton Roads San. Distr. (Lab)	Present
Mitzi Miller, Dade Moeller Assocs. (Other)	Absent
Judy Morgan, Env. Science Corp. (Lab)	Present
Virgene Mulligan, Amrad (Lab)	Present
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; Rob Knake, A2LA; Jeff Lowry, Phenova.

2 – Previous Minutes

It was moved by Fred and seconded by Rachel to approve the minutes of January 9, 2015. All were in favor.

3 – Committee Charter

The draft updated charter was discussed. In the mission statement, “Management and Evaluation of PT sample data by PTOB/PTPA” was changed to “Management and Evaluation of PT sample data by PTPEC/PTPA”. “Key Milestones” was updated by adding Interim Standards for V3 and V4, and Final Standards for all 4 volumes. The anticipated meeting schedule was modified to say they are also open to the general public. The following Committee Member terms were changed: Joe to 12/31/16; Shawn to 12/31/15; and Stacie to 12/31/17. Roger was removed from the list, since his term had expired. Joe asked his affiliation to be changed to P2S. It was then moved by Scott and seconded by Joe to approve the above changes. All were in favor.

The committee now had openings for a PT Provider and a Laboratory person. Shawn said applications could be considered during the next conference call.

4 – Volume 3

Shawn had circulated the latest version by e-mail on January 17, and this was discussed. Nicole said, in the references, dates should be added in a consistent way for the referenced standards, and references to ISO 17011 and ISO 17043 needed adding. Jeff pointed out that the PTRL reference needed fixing (and it should also be changed in V1M1 and V2M2). Nicole said the PTP and PTPA definitions did not match those in V4. The definition for PT study needed fixing (also in the other volumes). In 3.11 (b), “given in Volume 3” should be deleted. On Jeff’s suggestion, in 3.13 (a), the definition for Scheduled PT Study would be modified to read “The calendar date that a PT sample is first made available to any participant of the study by the PT Provider.” Nicole also provided the following suggested changes: in 3.1, change “proficiency test standard” to “proficiency test samples”; and in 3.10, change “criteria” to “limits”. In 4.3, Ken suggested changing “FoPT” to “FoPT table”. Nicole pointed out the title for ISO Guide 34 in 5.1.1 was incorrect, and in the title for ISO 17025 in 5.1.2, “competency” should be “competence”. In 5.1.3, “Sections 5.1.1 through 5.1.3” should be changed to “Sections 5.1.1 and 5.1.2”. Jeff questioned the wording of 5.4.3.1 (a), that stated the provider shall “select a batch of PT samples that has been shown to meet all the requirements of Sections 5.5, 5.6, and 5.7 of this Volume.” He argued all PT samples have to meet those requirements, so the subsection is unnecessary and should be removed. This was agreed and it was also agreed to remove the note because it repeats what is said in the definition. Jeff also felt the wording of 5.4.3.2 was unclear. After some discussion, Shawn said he would circulate suggested wording.

5 – Planning for the Crystal City Meeting

This was discussed, and it was agreed pick up with V3 where it left off, and then continue with V4. Shawn asked, in the meantime, for further comments on the two volumes to be sent to him.

Adjournment

The meeting was adjourned at 12:35 pm EST.