

Proficiency Testing Expert Committee

Meeting Summary February 5, 2021

The Committee met via teleconference on Friday, February 5, at 11:00 AM ET. Chair Kirstin Daigle led the meeting. The call was being recorded for the sole purpose of preparation of meeting minutes. The recording will be deleted immediately upon creation of said minutes. The agenda for the meeting is provided as Attachment 1. Bob added the training reminder to the agenda. The agenda was approved by the committee as amended.

Roll call

Thekkekalathil Chandrasekhar (Chandra), FLDEP (Laboratory)	Present
Patrick Garrity, KYDOW (AB)	Absent
Craig Huff, ERA (Vice-Chair; PT Provider)	Present
Susan Jackson, SC DHEC (Laboratory)	Present
Tim Miller, Phenova (PT Provider)	Present
Reggie Morgan, Hampton Roads San. Distr. (Laboratory)	Present
Rachel Bailey, Advanced Analytical Solutions (PT Provider)	Present
Amy Pollard, Occidental Chemical (Laboratory)	Present
Kirstin Daigle, Pace Analytical (Chair; Laboratory)	Present
Sennett Kim, A2LA (AB)	Present
Rachel Ellis, NJ DEP (AB)	Absent
Amy DeMarco, NYSDOH (PT Provider)	Present
Mike Blades, ERA (PT Provider)	Present
Jim Todaro, Alpha Analytical (Lab)	Present
Robert Wyeth, Program Administrator	Present

Associate Committee Members Nicole Cairns, Marie Wu, Danielle Pearman, Audrey Cornell, and Shawn Kassner were also present. With a quorum present the meeting proceeded.

Training Reminder

Bob advised committee members that the previous committee training from TNI is no longer available. A new training program is in the final stages of preparation and should be available by the end of the month. Training for all committee members will be mandatory and be offered through webinars presented by the CSDEC.

Review and approve January 2021 minutes

January 8, 2021 minutes were reviewed and minor edits were made. A motion was made by Rachel Bailey and seconded by Tim to accept the edited minutes. The minutes are presented below. The motion was unanimously approved. The minutes will be forwarded to William for posting on the TNI website.



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Winter Meeting Highlights

Kirstin reviewed the committee activities during the virtual TNI Winter Meeting. PTEC participated in the joint meeting with the PTPEC and the WETT Expert Committee to resolve PT issues (amongst others). The PTPEC is taking the lead on resolutions and pending these proposed resolutions, the PTEC remains prepared to assist in finalizing required language (including potential language within PTEC Modules) and in implementation.

The committee also participated in the Mentoring Session at the Winter Meeting. The major take-away from the session was that laboratories are still confused regarding PTRL reporting. It was suggested that the PTEC may want to make revisions to the PTRL Guidance Documents to alleviate the confusion.

During the PTEC meeting at the TNI Winter Meeting, Kirstin presented a PowerPoint display including general committee information, materials from the committee's annual report as well as accomplishments from 2020 and goals and objectives for 2021. The session was well attended and potentially resulted in an AB participant to the committee from the State of Oregon. Recall that the committee reserved its last voting member position for an AB. Kirstin and Bob will follow up in efforts to fill this final voting position.

New Business

As the committee will soon be returning to addressing potential modifications to their Modules of the Standard, Bob noted that the SOP for "Procedures Governing Standards Development" had been revised in response to the ANSI audit of TNI. A copy of SOP 2-100, Rev. 3.4 will be emailed to all committee members who are asked to review Section 5 of the document to familiarize themselves with changes in the standard development process.

No other new business was presented.

The PTEC meeting adjourned at 11:40 AM ET on a motion by Reggie and a second by Craig. The motion passed unanimously. The next meeting of the PTEC is scheduled for 11:00 AM ET on March 5, 2021.

Attachment 1

TNI Proficiency Testing Expert Committee Agenda

02/05/21

11:00 AM – 12:30 PM EST

Dial-in using your phone:

United States: **+1 712-832-8330**

Access code: **822 174**

1. Recording Disclosure - Bob
2. Roll Call
3. **Training Reminder**
4. Review and approve minutes from previous meetings:
 - TNI_PTEC_01-08-2021_draft
5. Winter Meeting Highlights
6. New Business