

**SUMMARY OF THE  
TNI LABORATORY PROFICIENCY TESTING EXPERT COMMITTEE MEETING**

**MARCH 14, 2014**

The Committee met by teleconference on Friday, March 14, 2014, at 11:00 am EST. 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)	Present
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)	Absent
Stacie Metzler, Hampton Roads San. Distr. (Lab)	Present
Mitzi Miller, Dade Moeller Assocs. (Other)	Present
Judy Morgan, Env. Science Corp. (Lab)	Present
Virgene Mulligan, Amrad (Lab)	Present
Joe Pardue, P2S (Other)	Absent
Jim Todaro, Alpha Analytical (Lab)	Absent
Lisa Touet, MA DEP (AB)	Present
Ken Jackson, Program Administrator	Absent

Associate Committee Members present: Nicole Cairns, NYSDOH; Audrey Cornell, ERA; Brian Stringer, ERA.

**2 – Previous Minutes**

It was moved by Scott and seconded by Stacie to approve the February 28, 2014 minutes. All present were in favor. The minutes of January 17, January 28 and February 14 had been approved by e-mail.

**3 – Committee Charter**

Shawn presented the amended charter, and there were no further comments. It was moved by Mitzi and seconded by Scott to accept the charter. All were in favor and Shawn said he would send it to Bob Wyeth.

**4 – Volume 3 Working Draft Standard**

Ken had cleaned up and formatted this ready for publication. It was moved by Scott and seconded by Mitzi to post it as a Working Draft Standard. All were in favor. Shawn said a webinar would be scheduled for its public presentation after the standard had been posted for 30 days.

## **5 – Volume 1 Module 1 and Volume 2 Module 2**

Shawn said he would re-send these modules to the committee for vote so they could be put out as Voting draft Standards.

## **6 – Volume 4**

Mitzi had provided an updated manuscript. The committee started on **Section 5.0** (Requirements for a PTPA).

Mitzi went through the changes that had been made through **Section 5.1**.

It was questioned if **Section 5.2.1** should be checked for consistency with Volume 3, but the committee felt this would not be necessary, since specific sections of Volume 3 were not being cited.

The first 3 sections of **5.3** had been deleted because they are in ISO 17011. The text was changed to make the last sentence of 5.3.1 and 5.3.2 (previously a note) no longer duplicative.

It was noted in **Section 5.4** that “database” had been changed to “data management system”.

**Section 5.4.2** was modified to read “The PTPA shall instruct PT Providers on procedures for submitting data to the PTPA for oversight monitoring.”

**Section 5.5.2** was removed because it was redundant.

**Sections 5.6 and 5.7** had been removed because they are covered in ISO 17011.

In **Section 6.0** (Requirements for Accreditation of PT Providers), the committee had been asked to change the accreditation frequency from 2 years to 4 years. It was agreed to make it a minimum of 4 years, to allow it to be done more often if needed. Mitzi said the justification should be put in that this will be in conformance with the international standard. Also, the data from monitoring of PT production would still be required, as would be the annual submission to the PTPA.

**Section 6.1** remained the same as the 2009 standard, because ISO 17011 is less specific.

In **Section 6.2**, sub-sections 6.2.1a and f, 6.2.2, 6.2.3, and 6.2.4 were removed because they are covered in the ISO standard.

In **Section 6.3**, following a comment made in Louisville, national average was removed from 6.3.2. It had been suggested putting it in the FoPT tables. Shawn suggested it could go into the SOP, but Stacie said this might not even be a mechanism in future for evaluating the program.

**Section 6.4** had been removed because it is covered in ISO 17011, but Mitzi said there was a note to move the information about complaints from Section 4.3.3. However, this was now in Section 4.4, where it was left.

**Section 6.5** had been removed because it is covered in ISO 17011.

Having completed V4, it was suggested the committee should wait until a clean copy (for website publication) was prepared before voting its release from committee. Shawn said he would clean it up and check the formatting before the next conference call when it could be voted on.

Shawn said he would ask Jerry if the Committee Members could each get a copy of ISO 17011.

### **Adjournment**

The meeting was adjourned at 12:10 pm EDT.