

## Proficiency Testing Expert Committee

### Meeting Summary April 8, 2022

The Committee met via teleconference on Friday, April 8, 2022, 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.

#### Roll Call

Thekkekalathil Chandrasekhar (Chandra), FLDEP (Laboratory)	Present
Susan Jackson, SC DHEC (Laboratory)	Present
Reggie Morgan, Hampton Roads San. Distr. (Laboratory)	Absent
Rachel Brewster, Advanced Analytical Solutions (Other)	Absent
Amy Pollard, Occidental Chemical (Laboratory)	Present
Kirstin Daigle, Pace Analytical (Laboratory) - Chair	Present
Ryan Pangelinan, State of Oregon (AB)	Present
Rachel Ellis, NJ DEP (AB)	Present
Amy DeMarco, NYSDOH (Other)	Present
Patrick Selig, ANAB (AB)	Present
Jim Todaro, Alpha Analytical (Lab) - Vice Chair	Present
Brian Stringer, ERA (Other)	Present
Danielle Pearman, Phenova (Other)	Present
Mike Delaney, MWRA-Retired (Other)	Absent
Marie Wu, Los Angeles County Sanitation District (Lab)	Present
Robert Wyeth, Program Administrator	Present

A quorum was present, and the meeting proceeded.

Associate Committee Members: Nicole Cairns, Audrey Cornell, Shawn Kassner and Tim Miller were also present.

#### Approval of Agenda

The agenda is presented in Attachment 1 and was approved by the Committee after a minor correction to the Attachment title; the word revised was removed.

#### Welcome to New Members

After each new member introduced themselves, Kirstin welcomed the four (4) new members of the committee. The PTEC now stands at 15 full voting members on the committee.

## **Review and Approval of March Minutes**

The March 2022 minutes were previously distributed and reviewed by the committee. After minor editorial corrections to the minutes, a motion to accept the minutes was made by Danielle and seconded by Jim. The motion was unanimously approved, and the minutes are presented below. The minutes will be forwarded to William for posting on the TNI website.



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## **Election of Vice Chair of Committee**

The need for the Vice-Chair of the PTEC was discussed as were their duties and responsibilities. Jim Todaro volunteered for this position and was nominated by Brian. His nomination was seconded by Marie and unanimously approved by the committee.

## **Draft Standard Working Groups**

- **Select Date for Initial Meeting**

During the previous meeting of the PTEC, Work Groups were established to address the required/desired changes to the PT related Volumes and Modules. The Work Groups were established as follows:

- V1/V2- Chandra, Reggie Morgan, Susan Jackson, and Amy Pollard
- V3/V4 - Shawn Kassner, Tim Miller, Brian Stringer, Amy DeMarco, and Marie Wu

The initial meeting of the V1/V2 Work group is scheduled for Thursday, April 14, 2022, at 11:00 AM ET.

The initial meeting of the V3/V4 Work group is scheduled for Monday, April 11, 2022, at 11:00 AM ET.

Bob will establish FreeConference calls for each of these initial meetings.

## **New/Old Business**

No new or old business was presented.

One question was posed as to PTEC activity during the summer meeting in Crystal City, Virginia. The PTEC will meet for approximately ½ a session at a yet to be finalized date and time. The major topic is anticipated to be informational with regard to the direction of the V1/V2 and V3/V4 work groups.

Having completed all agenda items, the PTEC meeting adjourned at 11:40 AM ET. The next meeting is scheduled for May 6, 2022, at 11:00 AM ET.

## **Attachment 1**

### **TNI Proficiency Testing Expert Committee Agenda–Revised**

**04/08/22**

**11:00 AM – 12:30 PM EST**

Dial-in using your phone:

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

Access code: **822 174#**

1. Roll Call
2. Approval of Agenda
3. Welcome New Committee Members
4. Approval of March Minutes
5. Vice-Chair Need Volunteers
6. Draft Standard Working Groups
  - Select Date for Initial Meeting
7. New/Old Business