

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

MAY 5, 2017

The Committee met by teleconference on Friday, May 5, 2017, at 11:00 am EST. Chair Nicole Cairns led the meeting.

1 – Roll call

Fred Anderson, Advanced Analytical Solutions (Other)	Absent
Nicole Cairns, NYSDOH (Chair; Other)	Present
Rachel Ellis, NJ DEP (AB)	Absent
Patrick Garrity, KYDOW (AB)	Absent
Craig Huff, ERA (Other)	Present
Susan Jackson, SC DHEC (AB)	Absent
Stacie Crandall, Hampton Roads San. Distr. (Lab)	Absent
Tim Miller, Phenova (Other)	Present
Donna Ruokonen, Microbac (Lab)	Absent
Ken Jackson, Program Administrator	Present

Associate Committee Members present: Joe Boatright, BSK Associates; Thekkekalathil Chandrasekhar, FLDEP; Audrey Cornell, ERA; Amanda Grande, Phenova. Brian Stringer, ERA

2 – Previous Minutes

It was moved by Craig and seconded by Tim to approve the minutes from April 7, 2017. All 3 Committee Members present were in favor. Subsequently, an e-mail vote was conducted when 3 further Committee Members voted in favor. Consequently, the minutes were approved.

3 – On-line Training Reminder

Nicole reminded the Committee Members present to complete the on-line Committee Member training if they had not already done so.

4 – Small Laboratory Handbook

Nicole had circulated a proposed final version of the proficiency testing sections of the handbook that included edits from the previous conference call. In the absence of further comments, it was moved for acceptance by Tim and seconded by Craig. All 3 Committee Members present were in favor. Subsequently, an e-mail vote was conducted when 3 further Committee Members voted in favor. Consequently, the Small Laboratory Handbook was approved.

5 – Other Business

Nicole announced that the committee vice-chair, Joe Pardue had resigned due to a change of employment. Consequently, a volunteer was required to take over as vice-chair.

Nicole was looking for volunteers to work on the checklist. This would be the project for the next few conference calls.

6 – Adjournment

The meeting was adjourned at 11:20 am EDT.