

## Proficiency Testing Expert Committee

### Meeting Summary May 7, 2021

The Committee met via teleconference on Friday, May 7, 2021 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 is presented in Attachment 1. No changes and/or additions were proposed for the agenda which was approved by the committee.

#### Roll Call

Thekkekalathil Chandrasekhar (Chandra), FLDEP (Laboratory)	Present
Patrick Garrity, KYDOW (AB)	Present
Craig Huff, ERA (Vice-Chair; PT Provider)	Present
Susan Jackson, SC DHEC (Laboratory)	Absent
Tim Miller, Phenova (PT Provider)	Present
Reggie Morgan, Hampton Roads San. Distr. (Laboratory)	Absent
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
Ryan Pangelinan, State of Oregon (AB)	Present
Rachel Ellis, NJ DEP (AB)	Present
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, Shawn Kassner, Mark McNeal, and Brian Stringer were also present. With a quorum present the meeting proceeded.

#### Training Reminder

Expert Committee training has been revised and will be available through a link on the TNI website. The link has yet to be determined but Bob will advise ASAP. Participation in the training is required for all committee members and recommended for all committee associates. Kirstin should be notified, with a cc to Bob, when each committee member completes their required training.

### **Review and approve April 2021 Minutes**

The April 2, 2021, minutes were reviewed. A motion was made by Craig and seconded by Jim to accept the minutes. The motion was unanimously approved, and the minutes are presented below. The minutes will be forwarded to William for posting on the TNI website.

### **PT Stakeholder Change & Charter Revision**

The PTEC and TNI believe PT Providers are critical to the efforts of the PTEC. To formally recognize this stakeholder group, the PTEC requested, and the CSDEC approved, the PT Provider as an interest category for the PTEC. However, two issues after internal auditing were discovered with this classification. One, the BoD was required to approve this change and although the BoD were aware of the change, the change was inadvertently never voted on. The second and more critical issue, is that although the language of the By-Laws and SOPs allow for an additional interest category, this inclusion does not remove the default category of “other” from the requirements. Consequently, the PTEC membership is out of balance because we do not have any committee members in the “other” stakeholder group. To correct both of these concerns, PT Providers are subsequently being reclassified as “other” until such time as revisions to language in TNI rules and regulations can be considered.

After the above matter was settled, the committee began a review of the existing PTEC Charter as required by the TNI Strategic Plan and the TNI Quality Management Plan. The change in Interest Categories as per the above discussion was a principal change as was the removal of the section on Decision Making. This latter removal was based upon the fact that the Policy Committee has developed an SOP regarding decision making which is applicable to all committees of TNI. The committee was advised that current PTEC practices are compliant with this new SOP.

Some additional minor changes were included to expand the potential impact and useability of the standard to the entire environmental testing community. After discussion, it was determined that some additional time for review by committee members would be beneficial. Bob will forward the draft revisions developed during the meeting and presented below to all committee members requesting any further comments and/or changes to the revised Charter. An email ballot will be requested of full committee members to ensure the committee’s response to the CSDEC for their approval prior to the June 1, 2021 deadline of submission to the Policy Committee.



3\_PTEC Charter  
03-03-17 Fina\_New Dr

### **Review STD-2-ELV2M2-2016 Rev 2.1 against ISO/IEC 17025:2017**

Kirstin introduced EL V2M2 (General Requirements for Accreditation Bodies Accrediting Environmental Laboratories) for review to identify any necessary

modifications for the next draft standard. This volume of the standard incorporates many ISO 17025 and 17011 definitions and concepts which need to be reviewed and compared with terms and concepts presently in the TNI Standard. One opinion was forwarded that although the definitions in ISO 17025:2017 are slightly different from TNI terms, the definitions were not in conflict with one another. It was discussed that this comparison also needs to be completed for the 2017 revision of ISO 17011. Bob will attempt to obtain a copy of ISO 17011:2017 for committee reference.

Members of the committee also suggested that the modules recently proposed for V2M1 (which merged V2 M1 and M3) be reviewed for consistency with terms and definitions from ISO 17011:2017. Finally, regarding definitions, the status of TNI definitions is under review by the Glossary Work Group of the CSDEC. It was noted that their attempts to harmonize definitions across TNI be included in these discussions. Bob will investigate this latter aspect of the “definition’s discussions”.

## **New Business**

Kirstin announced that Mike Blades had advised of his retirement from ERA and subsequent resignation from the PTEC. Bob will distribute the candidate pool recently reviewed to establish our 2021 roster. The committee will include a “closed session” during the June meeting to address this vacancy on the committee.

Having completed all agenda items, the PTEC meeting adjourned at 12:30 AM ET. The next meeting of the PTEC is scheduled for 11:00 AM ET on June 4, 2021.

## **Attachment 1**

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

**05/07/21**

**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 - Bob
4. Review and approve minutes from previous meetings:
  - TNI\_PTEC\_04.02.21\_draft

5. PT Stakeholder Change & Charter Revision
  - PTEC Charter 03-03-17 Final
6. Review STD-2-ELV2M2-2016 Rev 2.1 against ISO/IEC 17025:2017
  - 5\_Comments-Review of PT Standard 03.05.21\_Update
7. New Business