

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

JULY 10, 2015

The Committee met by teleconference on Friday, July 10, 2015, at 11:00 am EST. Chair Shawn Kassner led the meeting.

1 – Roll call

Fred Anderson, Advanced Analytical Solutions (Other)	Absent
Kareen Baker, Independent (Other)	Present
Nicole Cairns, NYSDOH (Other)	Absent
Rachel Ellis, NJ DEP (AB)	Present
Scott Hoatson, Oregon DEQ (AB)	Present
Shawn Kassner, Phenova (Chair; Other)	Present
Stacie Metzler, Hampton Roads San. Distr. (Lab)	Present
Mitzi Miller, Dade Moeller Assocs. (Other)	Present
Judy Morgan, Env. Science Corp. (Lab)	Absent
Joe Pardue, P2S (Vice-Chair; Other)	Present
Jim Todaro, Alpha Analytical (Lab)	Absent
Lisa Touet, MA DEP (AB)	Absent
Ken Jackson, Program Administrator	Present

Associate Committee Members present: Amie Blum, NYC DEP; Shari Pfalmer, ESC; Ella Rae, State of WA.

2 – Previous Minutes from May 29, 2015

It was moved by Scott and seconded by Stacie to approve the minutes. All were in favor.

3 – Volumes 3 and 4

Shawn noted that comments had been received on the Voting Draft Standards (VDS). Mitzi would handle the Volume 4 comments. Ken pointed out that many of the comments were editorial in nature, just focusing on extra periods, line spacings, indents etc. He said they did not require discussion, and he recommended the committee go through them quickly and remove them from the spreadsheet, since he corrects such editorial matters when he puts the standard together.

Mitzi said many comments repeated those made at the Working Draft Standard (WDS) stage, and it would be useful for the committee to have a record of those previous discussions. Ken said he would search the published minutes of previous conference calls, and would provide a list of those relevant minutes for the committee.

4 – Chicago Meeting

It was decided to start in the morning session discussing the changes made to Volume 1 Module 1 and Volume 2 Module 2 in response to persuasive comments at the VDS stage. An Interim Standard (IS) had been prepared to incorporate those changes. The comments received on the Volume 3 and Volume 4 VDS's would then be discussed in the afternoon.

Shawn would also inform the audience of an opening for an AB on the committee, to replace Yumi who had resigned.

Adjournment

The meeting was adjourned at 11:40 am EDT.