

Proficiency Testing Expert Committee

Meeting Summary October 2, 2020

The Committee met via teleconference on Friday, October 2, 2020 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 for the meeting is provided as Attachment 1. The agenda was approved by the committee.

Roll call

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|--|---------|
| Nicole Cairns, NYSDOH (Laboratory) | Present |
| Thekkekalathil Chandrasekhar (Chandra), FLDEP (Laboratory) | Present |
| Patrick Garrity, KYDOW (AB) | Absent |
| Craig Huff, ERA (Vice-Chair; PT Provider) | Present |
| Susan Jackson, SC DHEC (Laboratory) | Present |
| Tim Miller, Phenova (PT Provider) | Present |
| Reggie Morgan, Hampton Roads San. Distr. (Laboratory) | Present |
| 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) | Absent |
| Rachel Ellis, NJ DEP (AB) | Absent |
| Robert Wyeth, Program Administrator | Present |

Associate Committee Members Mike Blades and Shawn Kassner. With a quorum present the meeting proceeded.

Training Reminder

Bob reminded all members of the availability of training materials on the TNI website and requested any member who have not done so to visit the following link for training; <http://nelac-institute.org/eds/download/ChairTraining.php>. This training is admittedly old and is being revised by the CSDEC and will be available in early 2021 and will be required of all committee participants.

Review and approve September 2020 minutes

September 11, 2020 minutes were reviewed; a motion was made by Craig and seconded by Tim to accept the minutes. The motion was unanimously approved. The minutes will be forwarded to William for posting on the TNI website.

Winter Meeting Update

The TNI Winter meeting previously planned as a combined in-person and virtual meeting, after communication with potential participants, has been converted to a virtual only meeting similar to the NEMC meeting.

The PTEC is tentatively scheduled to meet (1/4 day, Thursday 1/28/21) during the virtual winter meeting as well as the combined meeting with the PTPEC and the WET expert committee.

Membership Expansion Status

Bob has received little response to his first e-mail request and will re-send the invitation to Associate committee members. Nominations are also welcome and requested from committee members particularly for candidates in the AB and/or other stakeholder groups.

WET PT Update

Shawn, Chair of the PTPEC updated the committee. The WET committee has made suggestions of changes to the FoPT table and to the Standard. Having reviewed their suggestions and realizing some of the requested changes were in fact in the standard already but other changes need to be considered to standardize the PT process for WET. A complicating factor is that EPA parties need to share their inputs to the issue.

Plan is currently a ½ day session at the virtual winter meeting but Shawn believes, and as communicated with Jerry, that ¼ day is likely sufficient. One outcome Shawn is proposing is the formation of a task or work group to carry the issue forward as issues are definitely relevant to multiple committees as well as ABs and the EPA.

Shawn will coordinate and plan the meeting scheduled for the virtual winter meeting.

New/Old Business

The virtual winter meeting is scheduled to include a mentor session focusing on “Effective Management of a PT Program”. Kirstin will reach out to Dorothy Love of the mentor committee to offer the assistance of the PTEC and also express her willingness to participate directly.

Committee will be returning to actionable items for potential changes to their modules. November call will review the previously provided spreadsheet (embedded below) for the committee discussion.



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5_Comments - Revie

The committee was further reminded of the potential future need for a Notice of Intent (NOI) but this is believed to be a distance task and will be proceeded by the summary of potential changes, a webinar presentation of same and solicitation of affected parties on the new standard which has been implemented as well as potential changes.

The PTEC meeting adjourned at 11:40 AM ET on a motion by Craig and a second by Tim. The motion passed unanimously. The next meeting of the PTEC is scheduled for 11:00 AM ET on November 6, 2020.

Attachment 1

TNI Proficiency Testing Expert Committee Agenda

10/02/20

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. Training Reminder (Bob)
3. Review and approve minutes from previous meetings:
 - TNI_PTEC_09-11-2020_draft
4. Winter Meeting Update
5. Membership Expansion (Bob)
6. WET PT Update – Shawn Kassner
7. Old Business
8. New Business