

## Proficiency Testing Expert Committee

### Meeting Summary December 4, 2020

The Committee met via teleconference on Friday, December 4, 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 after a revision to include the training reminder.

#### Roll call

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)	Absent
Rachel Bailey, Advanced Analytical Solutions (PT Provider)	Absent
Amy Pollard, Occidental Chemical (Laboratory)	Present
Kirstin Daigle, Pace Analytical (Chair; Laboratory)	Present
Sennett Kim, A2LA (AB)	Present
Rachel Ellis, NJ DEP (AB)	Present
Robert Wyeth, Program Administrator	Present

Associate Committee Members Brian Stringer, Amy DeMarco, Danielle Pearman, Marie Wu 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 November 2020 minutes

November 6, 2020 minutes, as edited by Kirstin were reviewed; following an editorial correction by Sennett, a motion was made by Tim and seconded by Sennett to accept the minutes. The motion was unanimously approved. The minutes will be forwarded to William for posting on the TNI website.

## Winter Meeting Agenda

Kirstin presented a proposed agenda for the winter meeting and opened discussion. Concern was raised over the potential for a ½ hour delay between the PTEC and the PTPEC virtual sessions. After suggestions were received from committee members the following proposed agenda for the virtual winter meeting was presented.



PTEC Proposed  
Agenda Winter Meeti

Kirstin will continue to update the committee regarding details and schedules associated with the winter meeting.

## Update on Action Items from November call (Old Business)

During the November meeting, action items directed to Kirstin required follow up. The first was to contact Terry Romanko, chair of the Radiochemistry committee to ascertain the status on the issue of “uncertainty” in PT evaluations. Kirstin has yet to speak with Terry but will attempt to get an update through the committee’s vice chair.

Follow up with Dorothy Love who is developing the mentor session as to what assistance the PTEC could contribute was also directed to Kirstin. Dorothy replied that value could be provided by a presentation on evaluation of PT data, discussion of PTRLs, and/or the reporting of PT data for technology versus method-based findings. Kirstin sought volunteers to assist in preparation of materials for the vendor session. Nicole suggested that the webinar previously presented may contain much of the information requested and will supply whatever materials she may have available. Craig volunteered to assist Kirstin in this effort. A volunteer from a lab would be particularly useful but as no one volunteered. Kirstin will reach out to the committee’s lab members as needed.

## Definitions/Terms Review

From the November committee efforts, there were a number of “minor” issues that could hopefully be cleared up relative to future committee efforts regarding potential changes/updates to the PT modules.

These were identified in material provided by Kirstin as items 6-10 and 11-13 on the “Copy of 5\_Comments...” spreadsheet attached below.



Copy of 5\_Comments  
- Review of PT Standa

Each of items 6-10 concerning definitions of and/or clarifications to Secondary Accreditation, FoPT, matrix, PTPEC and PTRL (respectively) were each addressed by

the committee with potential resolution/further consideration as noted on the attached revised spreadsheet.



Copy of 5\_Comments  
- Review of PT Standa

No time remained for action on item 11-13 of the spreadsheet but these items will be addressed in January.

### **New Business**

No new business was presented to the committee.

### **PT Committee Membership – Closed Session**

After excusing associate members, the committee met in closed session to consider membership for 2021. Bob, prior to the meeting, presented a spreadsheet illustrating the current membership situation. A few corrections were made to the spreadsheet to ensure accuracy of the decisions to be made. One correction that Bob will address is the errand rotation of Pat off the committee. His second term does not expire until January of 2022. Bob will notify Pat of his error and request he remain on the committee through his second term.

The process of developing 2021 committee membership candidates began with Bob requesting the interest of all current associate members in participation as full voting members. Based upon responses to these requests, Bob developed a list of candidates for consideration. The committee could accommodate 4 new members to bring the census to 15 members.

After review of all of the candidates, the committee voted to invite 3 new members to the PTEC. The new members are Amy DeMarco of NYSDoH and Mike Blades of ERA as PT Providers, and Jim Todaro representing the LAB stakeholder group.

The roster for the PTEC for 2021 is as follows:



Committee Roster for  
2021.xlsx

The committee will then stand at 14 members. It is the committee's intention to actively solicit another AB to participate and fill this remaining position. Election of committee leadership is scheduled for the January meeting.

The PTEC meeting adjourned at 12:45 PM 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 January 8, 2021. This date reflects a rescheduling of the meeting from its original date of January 1, 2021.

## **Attachment 1**

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

**12/04/20**

**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**
4. Review and approve minutes from previous meetings:
  - TNI\_PTEC\_11-06-20\_Draft\_KLD Edits
5. Winter Meeting Agenda
  - PTEC Proposed Agenda Winter Meeting 2021\_DRAFT
6. Old Business – Update on Action Items from November Call
7. Definition / Terms Review
  - 5\_Comments – Review of PT Standards 11.01.19\_2020 Update
    - i. Spreadsheet Rows 6-10
    - ii. Spreadsheet Rows 11-13 – Time Permitting
8. New Business
9. PT Committee Membership – Closed Session