

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

**DECEMBER 7, 2018**

The Committee met by teleconference on Friday, December 7, 2018, at 11:00 am EST. Chair Nicole Cairns led the meeting.

**1 – Roll call**

Fred Anderson, Advanced Analytical Solutions (PT Provider)	Present
Jim Brownfield, ESC (Laboratory)	Present
Nicole Cairns, NYSDOH (Chair; Laboratory)	Present
Thekkekalathil Chandrasekhar (Chandra), FLDEP (Laboratory)	Present
Rachel Ellis, NJ DEP (AB)	Present
Patrick Garrity, KYDOW (AB)	Absent
Craig Huff, ERA (PT Provider)	Present
Susan Jackson, SC DHEC (Laboratory)	Absent
Tim Miller, Phenova (PT Provider)	Present
Reggie Morgan, Hampton Roads San. Distr. (Lab)	Present
Ken Jackson, Program Administrator	Absent

Associate Committee Members present: Shawn Kassner, Neptune; Amanda Grande, Phenova; Audrey Cornell, ERA; Brian Stringer, ERA

**2 – Previous Minutes**

The committee reviewed and voted to approve the 11/02/18 meeting minutes.

**3 – PTRL Guidance Document**

Nicole provided an update on the PTRL Guidance Document. The LASEC approved the document on 11/27/18 and the NELAP AC had in on their 12/03/18 agenda.

**4 – Meeting in Milwaukee**

Nicole polled those on the call to see who would be in attendance in Milwaukee. Committee discussed what should be presented in Milwaukee and concluded the following: committee overview, seek feedback on 2016 standards, and seek feedback on committee goals for 2019. Tim suggested also including frequent SIR topics.

**5 – Standard Interpretation Request (SIR) Reviews**

Consideration of the table of SIRs was continued from the October call. Five remaining SIRs were completed. Committee voted to approve the final table for submission to Jerry.

**6 – Chair/Vice Chair and Committee Applicants**

Nicole asked if anyone would be interested in serving as Chair or Vice Chair of the PTEC. With no interest expressed by anyone on the call, Nicole offered to remain as Chair and Craig Huff offered to

remain as Vice Chair. The committee voted to re-elect both Nicole and Craig in their respective positions for 2019.

Nicole thanked Fred Anderson from Advanced Analytical (PT Provider) and Rachel Ellis from NJ DEP (AB) who were rotating off the committee after serving two full terms for their service to the committee and to TNI.

Associate members were then asked to leave the call for a closed discussion of new member applicants. Rachel Bailey from Advanced Analytical (PT Provider) and Matthew Sica From ANAB (AB) had submitted applications to join the committee. Their addition would ensure balance was maintained on the committee. The committee voted to approve both as new members for 2019.

## **7 – Adjournment**

The meeting was adjourned.