

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

DECEMBER 2, 2016

The Committee met by teleconference on Friday, December 2, 2016, at 11:00 am EDT. Chair Nicole Cairns led the meeting.

1 – Roll call

Fred Anderson, Advanced Analytical Solutions (Other)	Absent
Nicole Cairns, NYSDOH (Other)	Present
Rachel Ellis, NJ DEP (AB)?	Absent
Patrick Garrity, KYDOW (AB)	Present
Scott Hoatson, Oregon DEQ (AB)	Present
Craig Huff, ERA (Other)	Absent
Stacie Metzler, Hampton Roads San. Distr. (Lab)	Absent
Mitzi Miller, Dade Moeller Assocs. (Other)	Absent
Tim Miller, Phenova (Other)	Present
Judy Morgan, Pace (Lab)	Present
Joe Pardue P2S (Vice-Chair; Other)	Present
Donna Ruokonen, Microbac (Lab)	Present
Ken Jackson, Program Administrator	Absent

Associate Committee Members present: Joe Boatright, BSK Associates; Thekkekalathil Chandrasekhar, FLDEP; Amanda Grande, Phenova; Shawn Kassner, Neptune; Lauren Smith, A2LA.

2 – Previous Minutes from October 21, 2016

At Nicole’s request a missing word “end” was inserted in the discussion on Section 5.1. With this amendment in place it was moved by Tim and seconded by Scott to approve the minutes of October 21, 2016. All present were in favor.

3 – Volume 1, Module 1

Nicole reported that all editorial changes agreed on the last call had been sent to LASEC for its consideration. She had not yet heard anything back.

4 – Volume 2, Module 2

Some of the editorial changes in V1M1 would have to be reflected in V2M2, but Nicole said that would have to wait until the AC had determined the V1M1 changes would be acceptable for adoption of the standard.

5 – Volume 3

Nicole had received some comments from the Proficiency Test Executive Committee (PTPEC) that had been considering the volume for its adoption. The committee considered these comments and also some other editorial changes suggested by Nicole after she had reviewed the standard again.

Nicole had corrected the title of the ISO document referenced in **Section 2.5**. In **Section 2.7**, the version of ASTM E178 had been omitted. It was agreed the committee needed to get a copy of the document, and Nicole would ask Jerry to get a copy. There are several versions, and she would reference the most recent (September 2016). **Section 2.4** referenced ISO Guide 34, and there was some discussion whether it would have been preferable to reference ISO/IEC 17034. However, Lauren said there were some differences in the two documents, so Nicole said the reference must remain Guide 34 or the standard would need changes. Nicole questioned if **Section 2.8** should remain, as its reference (ISO/IEC 17011) did not appear anywhere in V3. It was agreed it should be removed and Nicole would Check with Ken if it could be removed as an editorial change. The Terms and definitions (**Section 3.0**) were rearranged into alphabetical order and Study (**Section 3.17**) was spelled out as Proficiency Testing Study. Scott pointed out that “Study” alone was used elsewhere, and it was agreed to change the wording to “Proficiency Testing Study (or Study)”. In **Section 4.1**, “ISO” was changed to ISO/IEC”. A comment from the PTPEC was that the note in **Section 5.4.3.4** was not applicable, so this was removed. The revision date (2009) was added to **Section 5.6.1.3**. In **Section 5.6.2.3** “ISO” was corrected to read “ISO/IEC”. **Section 5.9.2.6 a** referred back to Section 5.9.2.5 which in turn referred to Section 2.6. For clarity and consistency, the reference in **Section 5.9.2.6** was changed to reference Section 2.6. At the recommendation of the PTPEC, in **Section 5.10.1.1** “days” was changed to “calendar days”. An editorial change in these sections was to correct “T test” to “*t* Test”.

This completed the edits, and Nicole said she would circulate the revised document to the committee. Meanwhile, she would wait for Jerry to provide the ASTM document discussed above. Then the revised module could be approved by the committee on the next call.

6 – Meeting Schedule

Nicole suggested the first Friday of every month. All were in agreement.

7 – Committee Membership

Shawn, Scott, Mitzi and Judy would be rotating of the committee at the end of the year. Nicole thanked them for their service to the committee. Joe had confirmed he would continue with a second term. Ilona had provided a list of four potential new members, but all were in the Laboratory interest group and members from Accreditation Body (AB) and Other groups would be needed. Lauren expressed interest as an AB member. It was felt that more Laboratory people should not be added at this time. Nicole would also follow up with Susan Jackson, who would be a non-NELAP AB.

8 – Committee Charter

Nicole reminded the committee a revised charter would be needed soon, and it would follow a new format.

9 – Houston Meeting

Nicole would provide an overview of committee activities, and suggested the meeting might be used as a sounding board to find what people thought the committee should pursue next. Scott suggested providing an overview of the new standard. Consideration of the Small Laboratory Handbook might

be appropriate, though Nicole thought the committee's role might just be to review changes made by others.

10 – Adjournment

The meeting was adjourned at 12:00 pm EDT. The next call would be on January 6, 2017.