# TNI FoPT Formatting Subcommittee Meeting Summary

## **February 20, 2015**

#### 1. Roll call and approval of minutes:

The TNI FoPT Formatting Subcommittee meeting was called to order on Feb 20, 2015 at 2:02 PM Eastern. Attendance is recorded in Attachment A-3 subcommittee members were present. Craig had to leave the call early. Affiliates Present: None

Call for vote on minutes from previous call: Minutes from Jan 23, 2015 teleconference were not available for comment/vote at this time.

#### 2. Discussion:

#### Presentation of methods:

Craig offered to initiate the format changes for Aluminum and a "sampling" of another core analyte group per the template discussed in the Jan 23, 2015 conference call and email it to subcommittee members for consideration/comment.

### Microbiology methods discussion:

Nicole, Shawn & Craig had not yet received feedback from their internal microbiology experts relative to the microbiology methods presentation.

- 3. Action Items:
  - -See Attachment B
- 4. Next Meeting

The next meeting was scheduled for Mar 6, 2015 at 2:00pm EST

The meeting was adjourned at 2:10pm EST. Shawn motioned, Nicole seconded.

#### Attachment A

Participants
TNI
Proficiency Testing Program-FoPT Formatting Subcommittee

Members	Affiliation	Contact Information	
Nicole Cairns (2012)	NY State DOH	(518)-473-0323 nicole.cairns@health.ny.gov	
Present			
Craig Huff (2014)	Environmental Resource Associates-Waters Corp	(303)-463-3518 chuff@eraqc.com	
Present- Had to exit early	· · · · · · · · · · · · · · · · · · ·		
Dr. Andy Valkenburg (2011)	Energy Laboratories, Inc.	(406)-869-6254 avalkenburg@energylab.com	
Absent			
Shawn Kassner	Phenova	(866)-942-2978 ShawnK@phenova.com	
Present		<u> </u>	
Stephen Arpie	Absolute Standards, Inc	(800)-368-1131 stephenarpie@mac.com	
Not Present		<u>stophenarpie @mac.som</u>	

# **Attachment B**

**Action Items – TNI FoPT Formatting Subcommittee** 

	Action Items – TNI FOR	1 Tolliaum				
			Expected	Actual		
	Action Item	Who	Completion	Completion		
1	Send Draft DW table populated with methods and technologies to all subcommittee members for discussion.	Craig	12/23/2014	12/30/2014		
2	Contact Maria for clarification on charter/scope- whether or not both methods and technologies were required for all FoPT tables	Craig	Next Meeting	12/18/2014		
3	All members of the subcommittee to review and provide corrections, comments to the draft DW table. Submit all corrections/comments to Craig for consolidation into one "master" draft table.	All	TBD	Pending		
4	Reformat and utilize Aluminum from the DW FoPT Metals as a template for method presentation on the DW FoPT table. Note: VOC's were also included.	Craig	By TNI Meeting	Feb 26, 2015		
			L	I.		

## **Attachment C**

**Backburner / Reminders – TNI FoPT Formatting Subcommittee** 

Item	Meeting	Comments
	Reference	
Discuss the incorporation of Method Codes	See Andy's	Further clarification from
in the table	comment	PTPEC?
	above	