TNI FoPT Formatting Subcommittee
Meeting Summary

December 12, 2014

1. Roll call and approval of minutes:

   Craig Huff called the TNI FoPT Formatting Subcommittee meeting to order on December 12, 2014 at 2:08 PM Eastern. Attendance is recorded in Attachment A – All 5 subcommittee members were present. Affiliates Present: None

   Minutes from the previous meeting were not available for review and approval. Craig provided a brief recap…stating that the meeting consisted of voting in the chair and review of the charter/scope for this subcommittee.

   Two members indicated that they had not yet received the charter—the charter was forwarded to all members via email on December 12, 2014.

2. New Business:

   A question was raised concerning whether or not all FoPT tables were to include both technology and methods or only the DW FoPT table. Craig contacted Maria to obtain clarification on December 12, 2014. Temporary guidance was obtained during the PTPEC call held December 18, 2014 where it was determined that Maria would pursue a revision and subsequent vote to the charter, clarifying whether or not methods were required for all tables. In the meantime, the FoPT subcommittee should proceed with including both methods and technologies on the DW FoPT table only---more to follow on this subject.

   Craig to initiate the process by populating the DW FoPT table with CAS numbers, methods and technology as a "first pass" and deliver by December 23, 2014. This deliverable was delayed but sent to all subcommittee members on December 30th 2014.

   Stephen asked whether or not the NY State methods should be included as well. Nicole didn't believe this was necessary.

   Andy suggested that this subcommittee hold bi-weekly calls – this suggestion was adopted (commencing after the holidays).

3. Action Items:
   -See Attachment B

4. Next Meeting

The next teleconference will be January 9, 2015 at 2pm ET.

The meeting was adjourned at 2:27pm EST. Nicole motioned, Shawn seconded. Unanimously approved.

Attachment A

Participants
TNI
Proficiency Testing Program-FoPT Formatting Subcommittee

Members	Affiliation	Contact Information
Nicole Cairns (2012) **Present**	NY State DOH	(518)-473-0323 nicole.cairns@health.ny.gov
Craig Huff (2014) **Present**	Environmental Resource Associates-Waters Corp	(303)-463-3518 chuff@eraqc.com
Dr. Andy Valkenburg (2011) **Present**	Energy Laboratories, Inc.	(406)-869-6254 avalkenburg@energylab.com
Shawn Kassner **Present**	Phenova	(866)-942-2978 ShawnK@phenova.com
Stephen Arpie **Present**	Absolute Standards, Inc	(800)-368-1131 stephenarpie@mac.com

Attachment B

Action Items – TNI FoPT Formatting Subcommittee

	Action Item	Who	Expected Completion	Actual 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

Attachment C

Backburner / Reminders – TNI FoPT Formatting Subcommittee

	Item	Meeting Reference	Comments
	None at this time		