

**TNI PT Board
Meeting Summary
June 21, 2007**

1. Roll call and approval of minutes.

Chairman Carl Kircher called the TNI PT Board to order on June 21, 2007. The following members were present: Curtis Wood, Steve Gibson, Richard Sheibley, Gary Dechant, Michella Karapondo, and Matt Sica.

The minutes from the May 17, 2007 meeting were approved for posting on the TNI website.

2. Discussion of Draft PT Caucus SOP

Carl had previously sent out the draft PT Caucus SOP and asked for comments. Comments were received from one of the PT Board Affiliate members. Michella recommended adding a statement to the Formal Presentations section of the SOP, to the effect that other stakeholders may request in writing to make a formal presentation at the PT Caucus and that the request and the materials to be presented by the stakeholder be submitted to the TNI PT Board at least 30 days prior to the PT Caucus.

Carl proposed making the appropriate addition to the SOP, e-mailing the latest draft to all TNI PT Board members, and soliciting votes for approval by e-mail prior to the next TNI PT Board teleconference on July 19, 2007. The Board agreed to this proposal.

3. Agenda for Cambridge

Rachel Garrett from the Minnesota Department of Health, as an invited guest for this teleconference, made a proposal and request to make a 30-minute presentation on the NELAC Method Codes at the next TNI PT Board face-to-face meeting in Cambridge, MA in August 2007. Ms. Garrett served on the Method Code Subcommittee for the NELAC PT Board. The presentation is meant to brief the meeting participants on the history of the process for developing computerized codes for accredited test methods, the need to develop such method codes, the accomplishments to date, and provisions to add method codes in the future.

Richard also made additional comments. Questions were taken and answered. Gary proposed that Rachel's presentation be allowed to occur at the TNI PT Board's meeting in Cambridge in August, and also that her presentation be made at the ELAB Open Forum that week. The TNI PT Board members agreed to these proposals, and the Method Codes presentation will be added as an agenda item.

4. PT Sample Formulations

Earlier in the week, Carl presented to the TNI PT Board members the Excel spreadsheets being worked on by the NELAC PT Board to include footnotes on recommended PT sample formulations. The submittals generated confusions and questions such that consideration for approval could not be addressed within the scope of the TNI PT Board at this time.

Richard presented the background on why the NELAC PT Board is working on PT sample formulations and adding the recommendations from the EPA Criteria Document to the FoPT Tables. Carl apologized for lack of document control; any impressions of such formulation recommendations taking effect July 1, 2007 are false.

The TNI PT Board members agreed that the ultimate solution is for PT sample formulations be addressed in either the FoPT Tables or in the TNI Volume 3 PT standard. The TNI PT Board members should table any actions until the NELAC PT Board defines where they are presently at in the process of including formulations and what the purpose is. The TNI PT Board members agreed that the NELAC PT Board should work concurrently with the TNI PT Board on this process and that the TNI PT Board members should be included on the next NELAC PT Board conference call to be held on July 11, 2007 at 1:00 PM EDT.

It was noted that the EPA Criteria Document is not incorporated by reference in the TNI Volume 3 PT standard to be voted on next month.

5. Next Meeting

The next meeting of the TNI PT Board will be held on July 19, 2007 at 1:00 PM EDT. Agenda items include:

- Approval of minutes
- Final agenda for Cambridge
- Discussion and possible approval of PTOB/PTPA downgrade SOP
- Discussions and actions (?) on PT sample formulation recommendations
- Old/new business

This meeting was then adjourned.