

PTSOP minutes – March 8, 2019

Attendees:

Reggie Morgan

Nicole Cairns

Susan Jackson

Shawn Kassner

Absent:

Stacie Crandall

Stacie Fry

Dixie Marlin

Documents distributed prior to the meeting –

- SOP 4-107- ES draft 2.28.19
- TNI Policy Committee Meeting October 17-2014
- FoPT Updates Next Round \_SOP Outline draft – nicole expanded
- PTECExecComm-Minutes-8-9-16 Attachment F

Meeting was called to order at 1:00 PM (Eastern Time)

1. Eric noted that we weren't able to have a meeting in February, but some SOP update progress was made by email.
2. PTPEC meeting discussion items, 2/28/19 -
  - a. SOP 4-102 – subcommittee charged with reviewing section 6 against SOP 7-101. Maria said she would write something up about this and send it to Eric. Ilona to send latest 7-101. Currently waiting to receive these items.
  - b. Minutes action items 353 and 358 – Sent Maria and Ilona email on 2/28 requesting clarification on both action items. Currently waiting to receive response.
3. SOP 4-107
  - a. Reviewed edits made so far in ES draft dated 2.28.19. Edits addressed the following –
    - i. Our discussion from our 1/11/19 meeting on the comments that are in section 3 of the attached TNI Policy committee meeting minutes from October 17, 2014.

*Summary of changes made to SOP 4-107 to address Policy committee comments-*

*§3 – add items from §13 (references) to this section. Also add the Document Control SOP 1-104. Moved where appropriate. Kept SOP 1-104 in section 13 because it is now referenced in procedure.*

*§4 – the definition may be limiting, for what groups are acceptable sponsors for a new analyte or new table (adjust to match 7.3) Did not make change. Intentionally limiting. Added clarification to section 9.3 instead.*

*§5 – add tracking of editorial changes as part of the table format Added language.*

*§6 and 6.1 (now 8) – please describe how a revision that's an "editorial comment" not requiring approval by the NELAP Accreditation Council is documented. This should probably be something simple but does need to be noted as a change somehow. Added language.*

*§7.0 (now 9) – SOP 1-104 section 6.3 describes retention of obsolete FoPT tables for the historical record. That reference and the need to maintain a historical record when a table is replaced should be noted in this section. Added language and also to new section 13.*

*§7.1 (now 9.1) – add a note about when editorial changes are made. Added language.*

§7.3 (now 9.3) – should also address non-NELAP FoPT tables such as lead in paint and crypto – perhaps a wording change to address “confirmation of sponsorship” since these are not sponsored by an AB, but can be other federal agencies and possibly more? *Added language.* Also, consider having the TNI webmaster create an online form with the information in Appendix A. This would ensure that all information is provided (particular items can be mandatory) and would also create an historical record of submissions. *Comment for PTPEC, not subcommittee.*

§7.3.1 (now 9.3.1) – 7<sup>th</sup> bullet should use the plural of study to be grammatically correct. *Section language revised.*

§7.3.2 – we discussed that 18 months seems excessively long but in actuality, is not. No change needed.

§9.2 (now 11.2) – presently, not all files follow the naming convention specified here. It might be preferable to offer a general format with a “uniquely identified file name” that includes all the characteristics noted. *No change needed. It is not an SOP issue, but an issue of not following the SOP. The naming convention needs to be followed.*

§12 (now 14) – Policy Committee considers that 5 years would be adequate but 3 is certainly acceptable. *Revised language.*

§14 (now 16) – the date of change is likely in the year 2013, since 11/21/14 has not occurred at the time of review. *Corrected date.*

- ii. Our discussion from our 1/11/19 meeting on incorporation of language to address section 5.1 of the attached “FoPT Updates Next Round SOP Outline draft – nicole expanded” document.
    - Shawn to send subcommittee SOP language edits for some of the comments he had.
    - b. Discussed any edits necessary to address section 5.4 of the attached “FoPT Updates Next Round SOP Outline draft – nicole expanded” document.
      - i. Section 5.4.1 – compares to slide #6 of Attachment F document. Vague, need more time to develop. May vary from analyte to analyte. Someone has to note it is statistically significant then group agrees.
      - ii. Section 5.4.2 – same as in section 5.1 – addressed
      - iii. Section 5.4.3 – hold for future inclusion. Prep method not currently required to be reported.
    - In summary, no additional SOP edits necessary to address section 5.4.
  - 4. Review “FoPT Updates Next Round SOP Outline draft – nicole expanded” and “PT ExecComm-Minutes-8-9-16”. Discuss what is to be incorporated into SOP 4-107 vs SOP 4.101.
    - a. Reviewed “FoPT Updates Next Round SOP Outline draft”
      - i. Sections to incorporate into SOP 4-107 – sections 5.1, 5.4.
      - ii. Sections to incorporate into SOP 4-101 – sections 5.2, 5.3, 5.5, 6.0
    - b. Reviewed PT ExecComm-Minutes-8-9-16 Attachment F
      - i. Slides to incorporate into SOP 4-107 – 6,7,8,9
      - ii. Slides to incorporate into SOP 4-101 – 4,5,10
    - c. Reviewed PT ExecComm-Minutes-8-9-16 Attachment F
      - i. Reviewed Slides 6,7,8,9
        - 1. Slide 6 – same as nicole doc section 5.4 above.
        - 2. Slide 7 – part a) addressed. Part b & c) covered by standard. Would require standard changes to further address.
        - 3. Slide 8 – addressed
        - 4. Slide 9 – addressed
- In summary, no additional SOP language edits necessary to address slides 6,7,8,9
- 5. Next meeting to take place on Friday, April 19<sup>th</sup>.
  - 6. Meeting adjourned at 2:30 p.m.

Respectfully submitted  
Eric Smith