

PTSOP minutes – April 17, 2020

Attendees:

Nicole Cairns
Susan Jackson
Eric Smith
Reggie Morgan
Shawn Kassner

Absent:

Stacie Crandall

Documents distributed prior to the meeting –

- PTSOP Minutes 3.14.20
- Provisional-SOP 4-107rev2 – track changes – approved 1-23-2020
- fopt-sop 20190903
- PTPEC SOP 4-101_CCK
- SOP 4-101 – ES draft 8.16.19
- SOP-6-100-Rev0-Draft_200406
- SOP-6-100-Rev0-clean_draft

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

1. Minutes from 3/14/20 were reviewed. Shawn motioned to approve the minutes from 3/14/20. Nicole seconded the motion. The motion was voted on and approved by all present.
2. SOP 4-107 review –
 - a. Reviewed sections 9.2, 9.3.2, 9.4.2, 10, and 12 for possible update.
 - b. Updates made to section 9.3.2, 9.4.2, 10, 12, and 16. In addition to track changes, these edits are highlighted blue.
 - c. Nicole motioned to this draft with the edits made, and Reggie seconded the motion.
 - d. Voting by subcommittee members to take place via email before the next meeting.
 - e. Eric will then forward the approved draft to PTPEC if the vote passes.
3. PTPEC SOP 4-101_CCK
 - a. Discussed further how to proceed with reviewing this draft for adequacy and against fopt-sop 20190903, SOP 4-101-ES draft 8.16.19, and SOP-6-100-Rev0-Draft to make sure no information was lost and necessary information added.
4. Next meeting to take place – 5/8/20.
5. Meeting adjourned at 1:35 p.m.

Respectfully submitted
Eric Smith