

PTSOP minutes – April 19, 2019

Attendees:

Reggie Morgan

Nicole Cairns

Susan Jackson

Shawn Kassner

Absent:

Stacie Crandall

Stacie Fry

Dixie Marlin

Documents distributed prior to the meeting –

- PTSOP Minutes 12.14.18
- PT SOP Minutes 1.11.19
- PT SOP Minutes 3.8.19
- SOP 4-107- ES draft 4.18.19
- SOP 4-102 – ES draft 4.18.19
- SOP 4-102 updated 5-3-18 section 6-NC comments
- Notes from Maria_7-101 vs 4-102
- SOP-7-101

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

1. Minutes from 12/14/18, 1/11/19, and 3/8/19 were reviewed. Shawn motioned to approve the minutes from 12/14/18, 1/11/19, and 3/8/19. Nicole seconded the motion. The motion was voted on and approved by all present.
2. PTPEC minutes action item 353 – discussed that this action item will be addressed by incorporation/review of “FoPT Updates Next Round_SOP Outline_draft” and “PTExecComm-Minutes-8-9-16.” The SOP subcommittee has already started this process.
3. PTPEC minutes action item 358 – discussed that this is a request for the SOP subcommittee to consider what happens when ARAs are rescinded. There is no formal process. Maria sent the following formal email request to the SOP subcommittee chair on April 17th –
“The FoPT Table Management SOP (4-107) does not address the situation whereby an Analyte Request Application (ARA) may be withdrawn or rescinded by its originator or higher authority at the originating organization. Please consider this e-mail a formal request for your subcommittee to devise and add language to SOP 4-107 to address this scenario and specify the procedures to be followed in withdrawing or rescinding an ARA—who is empowered to withdraw or rescind an ARA, who is notified, required timelines, and so on.”
4. Reviewed SOP 4-107 – ES draft 4.18.19
 - a. Reviewed Shawn edits/comments submitted 3/8. Shawn comments/edits in yellow. Eric further edits in green.
 - b. Reviewed language incorporated in draft to address action item 358. Eric prepared prior to the meeting some possible draft language in sections 9.3, 9.3.1, 9.4, and 9.4.1.
 - c. During the review of draft edits, additional language edits were discussed and agreed upon by committee members as needed for sections 4, 5, 6.2, 7, 9.3, 9.3.1, and 16.
 - d. Eric will make these additional edits identified and clean up the draft in preparation of another review at the next meeting.

5. Review SOP 4-102 – ES draft 4.18.19 against SOP 7-101
 - a. Discussed Maria/PTPEC request for review emailed to SOP subcommittee chair on April 18th –
“The Combined PT/NEFAP AB Evaluation SOP (7-101) Section 6.11.7 states that disagreements with matters concerning recognition can be addressed through the PT Program’s Dispute Resolution SOP (4-102) or through the equivalent NEFAP SOP. Please consider this e-mail a formal request for your subcommittee to review SOPs 4-102 and SOP 70101 and update SOP 4-102 as necessary to bring it into accord with the language and procedures of SOP 7-101.
For example, SOP 4-102 Section 6.5.1 includes a list of documents the PTPEC might review if a request to reconsider a denied PTPA recognition is approved; that list includes the PTPA technical checklist, a document which – according to SOP 7-101 Section 6.11.5.1, is not provided to the PTPEC for review. SOP 4-102 therefore conflicts with SOP 7-101 in that it assumes the PTPEC has a document for review that it would not have in its possession. I also attached to this e-mail my notes from our PTPEC’s teleconference on 2-28-10 regarding this matter for further info.”
 - b. Eric noted that in the 4.18.19 draft, he cleaned up the strikeouts from the 5-3-18 draft (also provided to subcommittee for cross reference) so that they would be a little easier to read.
 - c. Reviewed the proposed edits that Eric made to align the SOP 4-102 and SOP 7-101.
 - d. Subcommittee members indicated that they wanted to perform their own review of SOP 4-102 against SOP 7-101 prior to the next meeting. Eric suggested either submitting SOP edits to the group or bring them to the next meeting for discussion.
 - e. Subcommittee members also indicated that they would like to see a copy of the current NEFAP SOP 5-104 to generally compare the appeals process timelines outlined in 5-104 against those in 4-102. Eric indicated that he would ask Ilona to provide the SOP subcommittee with a copy of NEFAP SOP 5-104.
6. Next meeting to take place on Friday, May 10th.
7. Meeting adjourned at 1:50 p.m.

Respectfully submitted
Eric Smith