

PTSOP minutes – May 3rd, 2018

Attendees:

Nicole Cairns  
Susan Jackson  
Stacie Fry  
Shawn Kassner  
Gil Dichter  
Absent:  
Stacie Crandall  
Reggie Morgan

Meeting was called to order at 1:05 PM (Eastern Time)

1. Minutes from March 8<sup>th</sup>, 2018 meeting was approved. Motion by Nicole to accept and second by Stacie Fry. All were in favor of approving the minutes
2. SOP4-102: This was sent back from the Policy Committee who were against the PTSOP's recommendation to allow additional documentation on appeal. After review and reappraisal, the PTSOP agreed with the Policy Committee's recommendation to not allow additional documentation.
  - a. Had the assessment and responded to the assessment.
  - b. Should have all the documentation required when appealing
  - c. Could result in a never-ending appeal process
  - d. New documentation will have to be presented via a new application process by the PTPA
  - e. Based on this, the committee removed wording to allow additional documentation
    - i. 6.1 deleted "appeal and may present additional information to the PTPEC Chair in support of the appeal"
    - ii. 6.4 deleted "and presents new information for consideration."
    - iii. 6.5.1 The PTPA technical checklist and ~~subsequent (delete red)~~ evaluation documentation ~~from the on-site assessment (add blue)~~ will then be re-evaluated. ~~following normal procedure (TNI SOP 4-104 Evaluating PTPA Organizations).~~  
~~Delete red~~
3. Our next meeting will take place on Thursday, June 7<sup>th</sup>. We will review SOP4-101, Recommendation and Calculation of Acceptance Criteria for Chemical, Radiochemical, and Microbiological Components of Proficiency Tests
4. Meeting adjourned at 1:40. Motion by Shawn and second by Nicole.

Respectfully submitted  
Gil