

PTSOP minutes – June 14, 2019

Attendees:

Nicole Cairns  
Shawn Kassner  
Eric Smith  
Reggie Morgan  
Stacie Crandall  
Susan Jackson  
Absent:  
Stacie Fry  
Dixie Marlin

Documents distributed prior to the meeting –

- PTSOP Minutes 5.10.19
- SOP 4-107- ES draft 5.10.19
- SOP 4-102 – ES draft 5.10.19
- SOP-5-104-Rev1-NEFAP-ComplaintAppealDispute-06-28-17-Provisional.docx
- SOP-4-101-ES draft 6.10.19
- Notes from Maria\_7-101 vs 4-102
- FoPT Updates Next Round\_SOP Outline\_draft – nicole expanded
- PTECComm-Minutes-8-9-16 Attachment F

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

1. Minutes from 5/10/19 were reviewed. Remove typo reference to 1/11/19 in section 2. Shawn motioned to approve the minutes from 5/10/19 with the typographical fix. Nicole seconded the motion. The motion was voted on and approved by all present.
2. SOP 4-107 – ES draft 5.10.19
  - a. Reviewed draft vote results. Votes to approve received- Nicole C., Shawn K., Eric S., Reggie M., Stacie C., & Susan J. No vote received – Stacie F., Dixie M. Motion passed.
  - b. Discussed that Eric would forward the draft to the PTPEC after our meeting.
3. Reviewed SOP 4-102 – ES draft 5.10.19
  - a. Reviewed additional edits made to sections 1.2.2, 1.2.3, 4.0, 6.0 and 6.5.1.
  - b. Discussed NEFAP SOP 5-104 review against SOP 4-102 to generally compare the appeals process timelines outlined in 5-104 against those in 4-102. No additional edits to 4-102 were found to be necessary.
  - c. Subcommittee said it was ready to move to a vote to approve the draft of this SOP. Nicole motioned to approve the draft SOP 4-102-ES draft 5.10.19. Shawn seconded the motion. The motion was voted on and approved by all present. Motion passed.
  - d. Eric to forward the draft to the PTPEC after our meeting.
4. Mentioned Ilona's 6/10/19 email on a Conflict of Interest SOP draft. At next meeting in July the PTPEC SOP subcommittee will likely start to work on a draft COI SOP for the PTPEC.
5. Reviewed SOP 4-101-ES draft 6.10.19 changes made so far, including formatting changes.
6. Discussed status of PTPEC review of PT ExecComm-Minutes-8-9-16 slide #10. Subcommittee members weren't sure what the decision was in the last PTPEC meeting. Waiting to see what the minutes from the May PTPEC meeting will have on this topic.
7. Continued to review the following for possible incorporation into SOP 4-101 draft –
  - a. "FoPT Updates Next Round SOP Outline draft"
    - i. Sections 5.2, 5.3, 5.5, 6.0
    - ii. New edits to be made to section 1.0, 3.0, 5.0, 5.3.3, 7.0, and 8.0.

- b. PT ExecComm-Minutes-8-9-16
    - i. Slides 4,5,10
    - ii. Slide 4 – SOP subcommittee not to address
    - iii. Slide 5 – items # 2& #3 not for SOP subcommittee to address, item #4 addressed
    - iv. Slide 10 – This slide first requires discussion by PTPEC, as the concept is not current in place. Under PTPEC review.
  - c. Discussed that it is now time to get the feedback on this SOP (requested back in December 2018) back from the Chemistry FoPT table subcommittee. Eric to contact Maria & Ilona regarding this.
- 8. Next meeting to take place on Friday, July 12<sup>th</sup>.
  - 9. Meeting adjourned at 2 p.m.

Respectfully submitted  
Eric Smith