

PTSOP minutes – September 13, 2019

Attendees:

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

Documents distributed prior to the meeting –

- PTSOP Minutes 8.16.19
- SOP 4-108 – PTPEC COI – ES draft 9.12.19
- SOP 4-107 – track changes 7-18-19-PolicyReview-8-16-19

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

1. Minutes from 8/16/19 were reviewed. Shawn motioned to approve the minutes from 8/16/19. Nicole seconded the motion. The motion was voted on and approved by all present.
2. SOP 4-108 – PTPEC COI – ES draft 9.12.19
 - a. Reviewed additional (highlighted green) edits made to sections 2.0 and 5.0.
 - b. Subcommittee said it was ready to move to a vote to approve the draft of this SOP. Shawn motioned to approve the draft SOP 4-108 – PTPEC COI – ES draft 9.12.19. Nicole seconded the motion. The motion was voted on and approved by all present. Motion passed.
 - c. Eric will remove green review highlight and forward the draft to the PTPEC after our meeting.
3. SOP 4-107 – track changes 7-18-19-PolicyReview-8-16-19 – Policy Review comments.
 - a. Reviewed 7.18.19 draft against the 8.31.19 email from the Policy Committee. Policy comments were as follows:
 - i. Section 5 – the WETT table is an exception to the normal format, and regarding CAS numbers, that requirement should be caveated “as appropriate”, since some fields of testing do not address substances having CAS numbers.”
 - ii. Section 6.1 – consider referring to the “triggers” for need in section 7.
 - iii. Section 7 – consider whether “problematic analyte” requires some criteria or results from a decision process. Reword first bullet to read more smoothly and try to use parallel construction in the sequence of bullets.
 - iv. Section 9.3 – consider substituting “regulatory authority or AB” for “governmental AB”, since some pathogens of public health significance are not regulated by state environmental agencies but require testing in environmental media.
 - v. Section 11 – while discussing section 5 references to the “change log”, participants discussed how access to the approved table and updated tables is protected. PTPEC believes that their current system is adequate, but participants requested that its procedures be documented in the SOP, and also, that if possible, the current FoPT tables should be stored in PowerDMS, assuming it can handle Excel files. *NOTE: TNI should update SOP 1-104 to*

address protection of FoPT tables and all other documents from unauthorized changes. Once the internal audit checklists are updated, this SOP will need a thorough revision. It may be that each program uses different protective mechanisms, but those should be required and documented.

- b. Discussed each item.
 - i. Section 5– no change. Section 5 just states what column headings are in the WETT table, it doesn't state that a CAS number is required for each field of testing in the table.
 - ii. Section 6.1 – no change. Triggers identify a need for each of the review types, not just line item reviews.
 - iii. Section 7 – Edits made to section to address.
 - iv. Section 9.3 – Edits made to section to address.
 - v. Section 11 – Edits to be made to section to address.
4. Next meeting to take place on Friday, October 11th.
5. Meeting adjourned at 1:50 p.m.

Respectfully submitted
Eric Smith