

**PT SOP Subcommittee
Meeting Summary
July 7, 2023**

The Committee met via Teams on Friday, July 7, 2023, at 1:00 PM ET. Chair Susan Jackson led the meeting.

Attendees:

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| Susan Jackson, SC DHEC (Lab) | Present |
| Stacie Crandall, Hampton Roads Sanitation Dist.(Lab) | Present |
| Jack Denby, Hampton Roads Sanitation Dist.(Lab) | Present |
| Reggie Morgan, Hampton Roads Sanitation Dist. (Lab) | Present |

Documents sent prior to meeting

- Minutes from last meeting on 1/6/23
- SOP 4-101 Recommendation, Evaluation, and Calculation of Acceptance Criteria and Applicable Concentration Ranges for Proficiency Tests
- SOP 4-107 FoPT Table Management

Minutes from the last meeting on 1/6/23 were approved.

**SOP 4-101 Recommendation, Evaluation, and Calculation of Acceptance
Criteria and Applicable Concentration Ranges for Proficiency
Tests**

Reviewed comments:

- Stacie and Jack will review comments and clean up notes.

SOP 4-107 FoPT Table Management

Reviewed and made changes to document:

- Section 1.0 Removed “SSAS” from “Purpose and Applicability”.
- Spelled out “CAS” and “WETT” in Section 5.
- Want to update to new language for “sponsor” but Stacie could not locate the new language. We will have to contact Ilona to get new language.

The subcommittee agrees with all updates pending changes to new language for the term “Sponsor”.

Next Steps

- Susan will send a request for document to Ilona for ISO changes.
- Stacie and Jack will review notes in SOP 4-101
- Reggie will send out notes prior to meeting

The PTPEC Subcommittee meeting adjourned at 2:00 PM ET. The next meeting is scheduled for August 11, 2023, at 1:00 PM ET.