

**Draft**  
**Proficiency Testing Expert Committee**  
**Meeting Summary**  
**July 12, 2024**

The Committee met via teleconference on Friday, July 12, 2024 at 11:00 AM ET. Chair Kirstin Daigle led the meeting. The call was recorded with Microsoft Teams for the sole purpose of preparation of meeting minutes. The recording will be deleted after preparation of said minutes.

**Roll Call**

Thekkekalathil Chandrasekhar (Chandra), FLDEP (Lab)	Present
Ron Houck, PA DEP (AB)	Present
Amy Pollard, Occidental Chemical (Lab)	Present
Kirstin Daigle, Pace Analytical (Lab) – Chair	Present
Ryan Pangelinan, State of Oregon (AB)	Absent
Rachel Ellis, NJ DEP (AB)	Absent
Carol Gebhart, ALS Global (lab)	Present
Amy DeMarco, NYSDOH (Other)	Present
Patrick Selig, ANAB (AB)	Absent
Jim Todaro, Alpha Analytical (Lab) - Vice Chair	Absent
Brian Stringer, ERA (Other)	Present
Danielle Pearman, Phenova (Other)	Present
Matt Sica, PJLA (AB)	Absent
Taryn Hurley, OK DEQ (AB)	Present
Marie Wu, Los Angeles County Sanitation District (Lab)	Present
Robert Wyeth, Program Administrator	Present

A quorum was present, and the meeting proceeded.

Associate Committee Members present: Hei Man Barrio, Marina Aziz, and Tim Miller.

**Approval of Agenda**

The agenda was previously provided and is presented in Attachment 1. At the request of the Chair, Item 5 was replaced with a report on the status of SIR 475. This change was motioned for approval by Amy and seconded by Carol and was unanimously approved by the committee.

**Approval of May Minutes**

The May 2024 minutes were previously distributed. The minutes were approved by e-mail ballot. However, apparently the distribution of said May minutes was only partially successful. The May minutes were again offered for review, but no changes were

suggested. The previously approved May minutes will be reported as presented to William for posting



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final.2.docx

The June minutes, after a number of editorial changes, were motioned for approval by Taryn and seconded by Brian. The committee, with an abstention from Carol, unanimously approved the June minutes. The following minutes will be submitted to William for posting.



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### **Review and Approval of Workgroup Recommendations: Quality Manager Credentialing Questions**

The PTEC Credentialing Questions Work group (Kirstin, Tim Miller, Jim Todaro, Charles Faulk, and Carol Gebhart) met on a number of occasions to review the list of questions. Kirstin presented the work product of the group.

Kirstin presented the questions that required little or no changes (sorted as “none”) and questions that should be deleted (sorted as “remove”). The spreadsheet of the questions also noted various language changes and/or clarifications recommended for a given question. Detailed discussion of each question was followed by the potential for additional changes for a given question.

The committee reviewed and modified as necessary question numbers 1 through 24. Review continued at line 25 during this July meeting and completed the review and changes to the questions to be provided to the credentialing group. Tim advised that additional questions that he had wished the committee to consider have been addressed in the review completed during this meeting.

The spreadsheet, as revised during committee meetings and finalized today was approved unanimously by the committee following a motion by Taryn and a second by Chandra. Kirstin will transmit these questions to Jerry for the credentialing groups consideration and future use.



Copy of  
Credentialing Questio

### **Update on SIR 745**

Time did not permit presentation and/or discussion of this item and will be addressed in a future meeting.

## **New/Old Business**

It was again noted that the PTEC will not be meeting in Anaheim as previously planned and as shown in the meeting brochure.

The PTEC meeting adjourned at 12:35 PM ET by unanimous vote of the members present following a motion by Taryn and second by Brian. The next call is scheduled to occur on August 2, 2024 at 11:00 AM ET utilizing Microsoft Teams.

## **Attachment 1**

### **TNI Proficiency Testing Expert Committee Agenda**

**07/12/2024**

**11:00 AM – 12:30 PM EST**

1. Roll Call
2. Approval of Agenda
3. Approval of June Committee Minutes
4. Review and Approval of Workgroup Recommendations: Quality Manager  
Credentialing Questions
5. ~~Continuation of Review and Changes to EL V4 based upon PTEC Comments Update on SIR 475~~
6. New Business

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