

Proficiency Testing Expert Committee

Meeting Summary September 9, 2022

The Committee met via teleconference on Friday, September 9 2022, at 11:00 AM ET. Neither Chair Kirstin Daigle nor Vice Chair Jim Todaro was available for the meeting. The Program Administrator conducted the meeting. The call was being recorded for the sole purpose of preparation of meeting minutes. The recording will be deleted immediately upon creation of said minutes.

Roll Call

Thekkekalathil Chandrasekhar (Chandra), FLDEP (Lab)	Present
Susan Jackson, SC DHEC (Lab)	Present
Reggie Morgan, Hampton Roads San. Distr. (Lab)	Present
Amy Pollard, Occidental Chemical (Lab)	Present
Kirstin Daigle, Pace Analytical (Lab) - Chair	Absent
Ryan Pangelinan, State of Oregon (AB)	Present
Rachel Ellis, NJ DEP (AB)	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)	Absent
Mike Delaney, MWRA-Retired (Other)	Absent
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: Nicole Cairns, Fred Anderson, Tim Miller, Stacie Crandell, and Audrey Cornell were also present.

Approval of Agenda

The agenda is presented in Attachment 1 and was approved by the Committee.

Review and Approval of July Minutes

The July 2022 minutes were previously distributed and reviewed by the committee members present. A motion to approve was made by Marie and seconded by Brian. The minutes were unanimously approved by the committee. The minutes were sent to William for posting on the TNI website.

NEMC/TNI Summer Meeting Update

Bob briefly reviewed the presentation and the public participation from the meeting. The August meeting minutes, still being prepared and anticipated for distribution prior to the October meeting, will provide more detail of the Summer meeting.

Draft Standard Working Groups

PTEC Work Groups were established to address the required/desired changes to the PT related Volumes and Modules. The Work Groups were established as follows:

- V1/V2- Chandra, Reggie Morgan, Susan Jackson, and Amy Pollard

Amy reported that the work group has reviewed both V1 and V2 and noted numerous editorial and grammatical corrections and some omissions (i.e., Microbiology in Section 4.3). The Work Group prepared a summary of proposed changes which will be a future topic of the committee.

- V3/V4 - Shawn Kassner, Tim Miller, Brian Stringer, Amy DeMarco, and Marie Wu

Brian reported that the V3/V4 work group has not met since their previous report.

New/Old Business

The PTEC continues to have a full time/voting member vacancy. Bob has solicited some existing Associate members, but none have been available to commit to the requirements of full membership. Efforts will continue to fill the vacancy.

The Internal Audit checklists have been approved by the Policy Committee and we now await their instructions and schedule to complete said audits. Kirstin and Bob will conduct the audit and return the findings to the full committee for approval.

Having completed all agenda items, the PTEC meeting adjourned at 11:20 AM ET. The next meeting is scheduled for October 7, 2022 at 11:00 AM ET.

Attachment

TNI Proficiency Testing Expert Committee Agenda

09/09/22

11:00 AM – 12:30 PM EST

Dial-in using your phone:

United States: **+1 712-832-8330**

Access code: **822 174#**

1. Roll Call
2. Approval of Agenda

3. Approval of July Minutes
4. NEMC/TNI Summer Meeting update
5. Draft Standard Working Group Updates
6. New Business