

**Proficiency Testing Expert Committee
Meeting Summary
November 1, 2024**

The Committee met via teleconference on Friday, November 1, 2024, at 11:00 AM ET. Chair Kirstin Daigle led the meeting. The call was recorded with Microsoft Teams for the sole purpose of preparing meeting minutes and will be deleted after their production.

Roll Call

Thekkekalathil Chandrasekhar (Chandra), FLDEP (Lab)	Present
Ron Houck, PA DEP (AB)	Absent
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)	Present
Jim Todaro, Pace (retired) (Other) - Vice Chair	Absent
Brian Stringer, ERA (Other)	Present
Danielle Pearman, Phenova (Other)	Present
Matt Sica, PJLA (AB)	Absent
Taryn Hurley, OK DEQ (AB)	Present
Robert Wyeth, Program Administrator	Present

A quorum was present, and the meeting proceeded.

Associate Committee Members present were Audrey Cornell, Hei Man Barrio and Tim Miller.

Approval of Agenda

The agenda was previously provided and is presented in Attachment 1. The agenda was approved by unanimous committee consent.

Approval of October Minute

The October 2024 minutes were previously distributed. After minor editorial corrections, the minutes were approved following a motion by Taryn and a second by Amy Demarco. The minutes will be submitted to William for posting.



Potential Changes to EL V4

Kirstin reviewed the established work group comments from the previous day's meeting. Basically, the work group addressed the issue of assessment of PTP. The language was attempted to be simplified and made consistent with language in Volume 3. Reorganization and consistency with ISO 17011 and Volume 3 supported numerous proposed changes to the sections on Assessment. Some suggestions were to restructure the entire set of sections on assessments such as Structural Requirements, Resource Requirements, Process and Management System Requirements. Discussions continued with the consensus being that more input is necessary from the PTPEC as their practices impact on how PTPAs are assessed.

The consensus of the committee after discussion of options for development of the DS was to fundamentally retain the current approach but to re-word the sections in developing a revised DS.

It was also suggested that the existing or a new/revised work group be established to address these concerns and reorganize the document. Patrick, Audrey, Carol, Tim, Brian and Kirstin volunteered to participate in the work Group. It was also suggested that Sue Jackson and/or Stacie be invited to participate on behalf of the PTPEC. It was further suggested that Nick Slawson be invited to participate. Kirstin will reschedule with the volunteers ASAP; meetings were scheduled for 11/12 and again on 11/14/2024.

A final point of discussion from the work group call was whether Volume 3 should be a Normative Reference. The consensus was that it should be referenced as such.

Continuation of Review and Changes to EL V4 based upon PTPEC Comments (including additional PTPEC Comments)

This agenda item was not addressed individually but rather included in the above discussion.

New/Old Business

No new and/or old business was addressed.

Closed Session/Candidate Review and Election

Time did not permit a closed session to review and elect candidates for committee vacancies. This agenda item will carry forward for the December meeting.

The PTEC meeting adjourned on a unanimous vote of the committee following a motion by Patrick and a second by Brian at 12:35 PM. The next call is scheduled to occur on December 6, 2024, at 11:00 AM ET utilizing Microsoft Teams.

Attachment 1

TNI Proficiency Testing Expert Committee Agenda

11/01/2024

11:00 AM – 12:30 PM EST

1. Roll Call
2. Approval of Agenda
3. Approval of October Committee Minutes
4. Potential changes to EL V4, §6.3
5. Continuation of Review and Changes to EL V3 based upon PTPEC Comments
6. New/Old Business
7. Closed session; candidate review/election

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