

**Proficiency Testing Expert Committee  
Meeting Summary  
November 3, 2023**

The Committee met via teleconference on Friday, November 3, 2023 at 11:00 AM ET. Vice Chair Jim Todaro led the meeting. The call was recorded with Microsoft Teams for the sole purpose of preparation of meeting minutes. The recording will be deleted immediately after preparation of said minutes.

**Roll Call**

Thekkekalathil Chandrasekhar (Chandra), FLDEP (Lab)	Absent
Susan Jackson, SC DHEC (Lab)	Present
Reggie Morgan, Hampton Roads San. Distr. (Lab)	Present
Amy Pollard, Occidental Chemical (Lab)	Absent
Kirstin Daigle, Pace Analytical (Lab) – Chair	Absent
Ryan Pangelinan, State of Oregon (AB)	Absent
Rachel Ellis, NJ DEP (AB)	Present
Amy DeMarco, NYSDOH (Other)	Present
Patrick Selig, ANAB (AB)	Absent
Jim Todaro, Alpha Analytical (Lab) - Vice Chair	Present
Brian Stringer, ERA (Other)	Present
Danielle Pearman, Phenova (Other)	Present
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: Tim Miller, and Audrey Cornell.

**Approval of Agenda**

The agenda was previously provided and is presented in Attachment 1. The agenda was approved by the committee after removal of the item concerning ISO 17043. The removal was requested by Kirstin as the issue was deemed to be resolved.

**Approval of October, 2023 Minute.**

The October, 2023 minutes, as edited by Kirstin were previously distributed. Upon review and following minor editorial corrections, a motion was made by Jim and seconded by Danielle to approve the October minutes. The motion to unanimously approved by the members present. The October minutes are presented below



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## **Quality Manager Credentialing Questions**

Bob reviewed the creation and development of the Competency Task Force and their recommendations for the credentialing effort. The committee discussed this overall effort, and questioned its viability on whether the efforts to continue developing the program were advisable. The credentialing effort being voluntary was a primary concern; it was believed that the credentialing would be too expensive for individuals and not sufficiently valued by laboratory management. The acceptability by accreditation bodies was also unknown.

Despite the committee's concerns over the program, the previous request for questions for support of testing of quality manager candidates was addressed by members of the committee. The compilation of questions provided is provided below and will be considered by the committee during the December meeting.



PTEC Module 1  
Questions.docx

## **Draft Standard Working Group Updates; V3 and V4 Review**

Amy DeMarco reviewed both EL V3 and EL V4 prior to final preparation of these DSs.

With regard to EL V3, two questions remain to be finalized. First is the use of the Applicability versus References, and the determination of Normative references. At this juncture, it is believed the only Normative reference is ISO 17043 and other ISO citations are to be listed within Applicability section. The second issue is whether to use actual ISO version dates or to present as "most recent revision". It was the opinion of the committee that the risk of compliance and/or consistency with the TNI standard is a concern in either case.

For EL V4, the same issue of ISO date versus "most recent version", is also relevant. The other issue is to confirm if any Normative references are necessary for the PTPA volume (i.e., are PTPAs required to be certified for any particular ISO requirement).

Regarding these questions/issues, Bob will pursue a decision from TNI administration as they affect virtually all Modules and Volumes of the Standard. Proposed DS for V3 and V4 for committee approval should occur at the December meeting.

## **New/Old Business**

Bob reported that the Internal Audit of their committee's activity relative to relevant TNI requirements had been completed as required by the TNI Quality Management Plan. After review by Kirstin, the audit will be distributed to committee members and be included in the December agenda for approval.

The committee was also advised of the pending approval of Rev. 4 of SOP 2-100 and that a revised training program for expert committee members was being developed by Paul Junio.

The PTEC meeting adjourned at 12:20 PM ET. The next meeting of the PTEC is scheduled for December 1, 2023 at 11:00 AM ET.

## **Attachment 1**

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

**11/03/2023**

**11:00 AM – 12:30 PM EST**

1. Roll Call
2. Approval of Agenda
3. Approval of October Minutes
4. Quality Manager credentialing questions
5. ISO 17043 Discussion; Crosswalk with TNI and versions of 17043
6. Draft Standard Working Group Updates
  - V3 and/or V4 review of proposed changes for DS
7. New Business

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