PTPEC SOP Subcommittee
November 25, 2025
Meeting Minutes

Amanda called the meeting to order at 11:00 AM ET. The meeting utilized Microsoft Teams to both a recording and a transcript of the meeting which will be deleted after meeting minutes are approved and posted.

1.Roll Call

Amanda Fehr (Chair)	Present
DeMarco, Amy C	Present
Chandrasekhar, Thekkekalathil	Present
Aziz, Marina	Present
Jack Denby	Absent
Best, Jennifer	Absent

A quorum was present for the meeting and the meeting proceeded.

2.Approval of the Agenda

There was no publicized agenda for the meeting while memorandum to all members referenced the continued review of draft SOP 4-101, Rev.4 (Recommendation, Evaluation, and Calculation of Acceptance Criteria and Applicable Concentration Ranges for Proficiency Tests). Future meeting will have an agenda in the general format presented in Attachment 1.

3.Review of Previous Meeting Minutes

No Previous meeting minutes were available.

4.Review of SOP 4-101

Amanda shared the draft of SOP 4-101 and continued from section 6.8 through section 10. In section 6.8.1, the subcommittee decided to rewrite and combine language in this section. Review for completion will occur in

December and the final draft will be forwarded to the PTPEC for full committee review and approval.

The changes resulting from today's meeting are reflected in the attached.

PTPEC SOP 4-101
112525 edit.docx

5.Action Items

No specific action items resulted from today's meeting.

6.New/Old Business

No new and or old business was discussed.

The meeting adjourned at 12:15 PM ET. The next meeting of the SOP Subcommittee is scheduled for December 16, 2025 at 11:00 AM ET. The December meeting was originally scheduled for December 23 but was advanced 1 week earlier due to the holidays.

Note: Bob is establishing a new call-in number for these meetings. Please note this change for future reference. You will receive notifications from Microsoft regarding these changes.

Attachment 1

PTPEC SOP Subcommittee
November 25, 2025
Meeting Agenda

Amanda Fehr, Chair

1. Roll Call
2. Approval of Agenda
3. Review and approval of Previous meeting minutes
4. Specific Issues to be Address (i.e., review of SOP 4-101)
5. Review Action Items

6. New/old Business