

DRAFT
PTPEC SOP Subcommittee
January 27, 2026
Meeting Minutes

Amanda called the meeting to order at 11:00 AM ET. The meeting utilized Microsoft Teams for 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	Retired
Best, Jennifer	Present

In an email from Jack Denby to the subcommittee, he advised that he could no longer participate in the SOP Subcommittee.

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

2.Approval of the Agenda

The meeting agenda presented as Attachment 1, was previously presented and was approved by unanimous consent.

3.Review of December Meeting Minutes

The minutes of the December 16 ,2025 meeting were previously provided for subcommittee review. After a motion by Chandra and a second by Amy these minutes were unanimously approved by members present.

4.Membership

As per SOP, each member of the Subcommittee was asked to renew their membership for 2026. All members agree to continued participation.

5.Review of SOP 4-101

A copy of SOP 4-101 which illustrated previous comments as well as those offered by Bob in his recent review of the SOP was presented. The concern raised by Bob was that the document, as written, was, from his perspective, awkwardly presented and confusing. He believed that its use would be hard for anyone to accurately follow and difficult to arrive at accurate findings.

The subcommittee believed that the SOP was generally acceptable as written and debated a few specific questions presented in Bob's review and Amanda/subcommittee's collective comments. Chandra noted some language and terminology inconsistent with appropriate statistical analyses and subsequently volunteered to provide further reviews and recommendations for section 6 of the SOP. Upon presentation and subcommittee approval of said changes, the SOP will be finalized and presented in a format with the TNI Style Guide.

6.Action Items

Once completed Amanda will finalize the draft document, seek subcommittee approval, and submit it to the PTPEC for review and further discussion.

7.New/Old Business

Chandra raised a concern over the practice of a single analytical results of a PT study being reported for multiple methods and the

consequence of this frequent practice on acceptance criteria in FoPT tables. He provided examples and in one case illustrated how an accreditation of a given analyte was lost. The contents of his email are presented below. This situation has been brought to the attention of the PTP EC, PTEC, AC, and other appropriate parties.



The meeting adjourned at 12:10 PM ET. The next meeting of the SOP Subcommittee is scheduled for February 24, 2026 at 11:00 AM ET.

Attachment 1

PTPEC SOP Subcommittee January 27, 2026 Meeting Agenda

Amanda Fehr, Chair

1. Roll Call
2. Approval of Agenda
3. Review and approval of December meeting minutes
4. Membership
5. Continuing review of SOP 4-101
6. Review Action Items
7. New/old Business

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