

**PT SOP Subcommittee
Meeting Summary
October 13, 2023**

The Committee met via Teams on Friday, October 13, 2023, at 1:00 PM ET.

Attendees:

Susan Jackson, SC DHEC (Lab)	Present
Stacie Crandall, Hampton Roads Sanitation Dist.(Lab)	Present
Jack Denby, Hampton Roads Sanitation Dist.(Lab)	Present
Reggie Morgan, Hampton Roads Sanitation Dist. (Lab)	Present
Prasanth Ramakrishnan, IAS (AB)	Present
Jennifer Best, USEPA (AB)	Present

Documents sent prior to meeting

- Minutes from last meeting on 9/8/23
- SOP 4-101 Recommendation, Evaluation, and Calculation of Acceptance Criteria and Applicable Concentration Ranges for Proficiency Tests

Minutes from the last meeting on 9/8/23:

- Approved by Jack Denby
- Seconded by Prasanth Ramakrishnan

SOP 4-107 FoPT Table Management

- Sending to Ilona and then it will go to the PTPEC for a full vote.

SOP 4-101 Recommendation, Evaluation, and Calculation of Acceptance Criteria and Applicable Concentration Ranges for Proficiency Tests

- Stacie went through the SOP, explained changes that were made.
- The comment at Sec.1.0 was discussed about adding WETT and Protozoa and Susan agreed to add it.
- Susan spelled out WETT and there was a discussion to spell out Protozoa instead of just saying Microbiological. The group agreed to not add it.
- Corrected grammatical error and determined who would fix formatting.
- Section 9.2 italicize Cryptosporidium.
- Section 12.0 added date to change log and Stacie.
- Susan searched for reference to a video in SOP on how to do the calculations and found it in section 6.0 with a reference to view it on the TNI website. It was suggested to add the title to the video in section 6.0 and section 12.0.
- Jennifer mentioned she sent comments on section 7.0 and we will go through those comments in the November meeting.

The PTPEC Subcommittee meeting was adjourned at 1:52. The next meeting is scheduled for November 17, 2023, at 1:00 PM ET.