

**SUMMARY OF THE  
TNI LABORATORY PROFICIENCY TESTING EXPERT COMMITTEE MEETING  
MARCH 6, 2015**

The Committee met by teleconference on Friday, March 6, 2015, at 11:00 am EST. Chair Shawn Kassner led the meeting.

**1 – Roll call**

Fred Anderson, Advanced Analytical Solutions (Other)	Present
Kareen Baker, Independent (Other)	Present
Yumi Creason, PA DEP (AB)	Present
Nicole Cairns, NYSDOH (Other)	Present
Rachel Ellis, NJ DEP (AB)	Present
Scott Hoatson, Oregon DEQ (AB)	Present
Shawn Kassner, Phenova (Chair; Other)	Present
Stacie Metzler, Hampton Roads San. Distr. (Lab)	Absent
Mitzi Miller, Dade Moeller Assocs. (Other)	Absent
Judy Morgan, Env. Science Corp. (Lab)	Present
Joe Pardue, P2S (Vice-Chair; Other)	Present
Jim Todaro, Alpha Analytical (Lab)	Absent
Lisa Touet, MA DEP (AB)	Present
Ken Jackson, Program Administrator	Absent

Associate Committee Members present: Audrey Cornell, ERA; Thekkekalathil Chandrasekhar, FLDEP; Rob Knake, A2LA; Jeff Lowry, Phenova; Ella Rae, WA Dept. of Ecology; Brian Stringer, ERA.

**2 – Previous Minutes**

It was moved by Scott and seconded by Joe to approve the minutes of February 20, 2015, with correction of a typographical error in section 5.8.1 of the Volume 3 discussion. All were in favor.

**3 – Volume 3**

The committee looked through the latest version of V3 that Shawn had distributed on February 20. Shawn noted a grammatical change; in **5.9.3.2**, a “<” sign needed to be put in. There being no further proposed changes, it was moved by Fred and seconded by Scott to move the Volume 3 Working Draft standard to a Voting Draft Standard (VDS). All were in favor. Shawn said he would ask Ken to prepare the new VDS for publication.

**4 – Volume 4**

The committee considered Nicole’s comments on the February 18 version of V4.

**1.1** *“The updated definition of PTPA includes “a person” or organization.”*

The language was corrected as recommended. This was also corrected in **1.3.1**

**1.2 (b)** *“The corresponding statement was removed from Volume 3, should it be removed here as well?”*

The committee agreed and removed the statement.

**1.2 (e)** *“PTPEC acronym is not yet defined.”*

This had already been corrected.

**1.3.3** referred to a typographical error that was corrected.

**1.3.4** *“Nothing wrong with this statement in Volume 4, but I'm wondering if we need to add a corresponding statement to Volume 3 requiring PT Providers to have valid copies of ISO 17043? And what about ISO 17025 and Guide 34?”*

It was agreed this should also be in V3, and it would be done at the VDS stage.

**3.0** *“Missing “Clause 3” reference in a couple spots.”*

This was fixed as recommended.

**3.1** *“Does not match updated definition in Volume 3.”*

It was agreed to insert the updated definition. (A similar situation in **3.7** had already been addressed.)

**4.0** Nicole suggested re-wording for clarity, and the committee agreed with her suggested re-write.

**4.3** *“I thought it had been determined that PTPAs had complaint handling processes through their own accreditations and that the PTPEC wouldn't get involved? Has this changed?”*

It was Nicole's recollection that the committee had decided this should not be addressed in the volume. Rob Knake recalled if there was a complaint about a PTPA from another PTPA or a PT Provider it would go to the PTPEC. Nicole suggested running this past Matt Sica, who had initially raised the issue. Shawn said if it is in ISO 17011 it will not be needed in the standard, except if it is a TNI-specific issue. Shawn suggested changing the sentence “The PTPEC shall serve as final arbiter for” to “The PTPEC shall serve as final arbiter for complaints specific to TNI requirements.’ The others agreed and Shawn said he would run the change past Matt Sica.

**5.0** *“The “or” in the second sentence makes it sound like the following sections may or may not be requirements. Should the “or” be changed to an “and”? Or, do we even need the statement regarding the “guidance for PTPEC procedures”, since this standard isn't supposed to include requirements relevant to the PTPEC, only the PTPA.”*

After some discussion it was agreed to re-word to read : “These are the requirements that the PTPA shall meet in order to be approved.”

**5.1.2 (c).** Nicole questioned why the ISO Guide 34 reference had been removed. The comment was no longer applicable, because this reference had been put into (a).

**5.1.2 (e).** This was now **5.1.2 (d)**, and the committee agreed with the suggestion to change “on-site audits” to “on-site assessments”.

**5.2.1 and 6.0.** “Oversight” was replaced with “monitoring” as suggested.

**5.4.2.** Nicole suggested replacing “oversight” with “on-going”. The committee agreed.

**6.1 (a), (b) and (c).** “This standard” was changed to “Volume 3 of this standard” for clarity.

**6.1 (d).** *“Intent of last statement is unclear. By specified ranges, is this referring to the ranges on the FoPT tables? If so, then simply state that.”* Nicole suggested re-wording “This review shall ensure, at a minimum, that samples have assigned values within the specified ranges for every technology used to report results;” to “This review shall ensure, at a minimum, that samples have assigned values within the specified ranges for each applicable FoPT;” Shawn said a PT Provider, in designing a sample, needs to look at all the technologies that might be used and make sure the sample design allows laboratories’ results to fall within the specified ranges of FoPT tables. Nicole had a problem with “samples having assigned values within the specified ranges”. After some discussion, it was agreed to modify subsection (d) to read: “procedures used to validate that new PT sample formulations are fit for the intended purpose within the specified ranges for the approved TNI FoPT tables for the relevant technologies prior to the use of such materials in a PT scheme.”

**6.1 (f) i and ii; 6.2.1 (b) and (d); and 6.3.1** all involved changing “standard” to the relevant volume, and it was agreed to make the changes.

**6.3.3 (a)** *“Part of the example given in parentheses is no longer applicable (1 standard deviation for verification).”* Nicole added that this reference to 1 standard deviation had been removed from V3, so this was no longer a good example. It was agreed to remove the example.

**6.3.4 (d)** *“Replace “start and stop” dates with “open and close” dates for consistency.”* This was agreed.

**6.3.4 (e)** *“Change “customers” to “participants” for consistency.”* This was also agreed.

This completed discussion of the comments. Shawn said he would make all the changes and circulate the amended document, with a view to making it a Voting Draft Standard (VDS). Then both Volumes 3 and 4 would go out together as VDS’s. Judy asked Shawn to notify LASEC before the volumes would be presented for vote.

## **5 – PT Holding Times**

Shawn asked if the section on holding times in VIM1 should be modified to specifically include PT samples. It was generally agreed, the holding time clock should begin when the PT sample has been prepared for analysis, and not when the sample has been received. Judy made the point it is the laboratory that may suffer if the holding time is exceeded, and after some discussion it was agreed

this does not need to be addressed in the standard. It was recommended, if a laboratory has a question on this, it should be encouraged to submit a Standards Interpretation Request.

### **Adjournment**

The meeting was adjourned at 12:15 pm EST.