

Minutes, PT Frequency Subcommittee
DATE: November 21, 2008 at 1:00 p.m. EST

Subcommittee members in attendance (5): D Tholen (chair), , G DeChant, C Wibby, M Karapondo, J Lowry (1:15)

Guest, ex officio: K McCracken: Chairman PT Committee

Associate members: A VanLangenhove, J Pletl

Subcommittee members absent (3) J Morgan, R Karimi, R Haynes

Dan Tholen opened the meeting at 1:05p.m. (EDT). He noted that with five members present (eventually) there is a quorum and decisions can be made.

The Agenda and three documents had been distributed prior to the meeting:

- Draft minutes from November 7 teleconference
 - Revised description of New Jersey study, for posting
 - Agenda with past action items (below)
1. Minutes from November 7 meeting were approved (DeChant/Lowry), with no changes.
 2. Dan reviewed the action items from the last meeting. There has been no progress on the Maine study, but Dan will send the request in an hour.
 3. The revised description document was posted on the TNI website. The raw data from new jersey has not been posted. Dan will check
 4. The study of Maine labs is to go forward, looking at Drinking water labs only, compared with all NELAB accredited labs, for WS analytes. Jeff looked at ERA data from maine labs, and compared results to New Jersey labs from the previous study. There are very few maine labs, so more data are needed for a valid comparison with the New Jersey results.
 5. Chuck will contact Diane Drinkman at Wisconsin to request data on 3 groups of laboratories:
 - a. Labs that test samples from their facility (primarily municipal laboratories), that are required to take PT once per year;
 - b. Labs that take samples from outside sources (primarily commercial labs) that are required to take PT 2 times per year;
 - c. Labs that are accredited by NELAP (PT 2 times per year).
 6. Judy Morgan sent her powerpoint slides from her report about her survey of State accrediting authorities. Dan will incorporate these points in his report to the PT Committee. Jeff noted that ELAB is very anxious to see the committee's report.
 7. Judy's survey of labs went out and she is receiving results
 8. Dan will contact Reza concerning the draft of the discussion paper on economic impact of a change in PT frequency. This paper is intended to present the major issues and request that the PT Expert Committee clarify their request to the Frequency subcommittee. In discussion before the meeting, we were informed that the Advocacy Committee would like to participate in the discussion of economic impact. There is a concern that all costs need to be considered, not just purchase

price for PT or lab costs to process samples. Other lab QA costs need to be considered, such as for reference materials and QC samples. Costs also need to be defined for regulatory needs (public costs).

9. Dan will prepare a report for the PT Committee's January meeting to review activities so far. The report will include an update of international activity concerning frequency of PT and Judy's survey of AA's.
10. The next conference call will be on Dec 4, at 3:00pm.

Call adjourned at 1:50 pm EST

Item	Action Item activity	Person Resp.	Date to be completed
1	Send Nov 7 minutes to Kirstin for posting	Dan	11/21
2	Prepare draft minutes of this meeting	Dan	11/21
3	Check on TNI posting raw data from NJ	Dan	11/24
4	Request PT providers to conduct Maine summary	Dan	11/21
5	Contact Wisconsin concerning data summaries for 3 groups of labs	Chuck	11/26
6	Discussion paper on economic impact, 1 st draft	Reza	12/03
7	Report on activity to PT Committee, 1 st draft, including Judy's AA survey conclusions	Dan	12/04
8	Schedule next conference call for December 4	Dan	11/21

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1. Greetings, roll call
2. Approval of agenda
3. Approval of minutes for call 11 (November 7, 2008)
4. Review of Action items from last calls (below):
 - i. Release of raw data and modified description (Tholen)
 - ii. Study of Maine labs (Tholen, Lowry)
 - iii. Study of Wisconsin labs (Tholen)
 - iv. Report for Survey of State AAs (Tholen)
 - v. Discussion Paper on Economic Impact (Karimi)
 - vi. Progress on Lab Survey (Morgan)
5. Report to PT Committee at TNI meeting (Tholen)
6. Next calls December 4, Dec 4 (Thurs), Dec 19 ?
7. Other business
8. Adjourn

Item	Action Item activity	Person Resp.	Date to be completed
1	Revise Oct 24 call minutes, send to Kirstin	Dan	11/07
2	Prepare draft minutes of this meeting, schedule next call for Nov 21.	Dan	11/07
3	Send revised descriptive document and new pdf sheet to TNI for posting	Dan	11/07
4	Request TNI post raw data from NJ	Dan	11/14
5	Request PT providers to conduct Maine summary	Dan	11/10
6	Contact Wisconsin concerning data summaries for 3 groups of labs	Dan	11/14
7	Report on AA survey	Judy	1/11/09
8	Discussion paper on economic impact, 1 st draft	Reza	11/21
9	Report on activity to PT Committee, 1 st draft	Dan	11/14
10	Schedule next conference call for November 21	Dan	11/07