

**Final**  
**Minutes, PT Frequency Subcommittee call 14**  
DATE: January 9, 2009 at 1:00 p.m. EST

Subcommittee members in attendance (6): D Tholen (chair), G DeChant, M Karapondo, J Lowry, J Morgan, R Karimi  
Guest, ex officio: K McCracken: Chairman PT Committee  
Associate members: A VanLangenhove  
Subcommittee members absent (2): R Haynes, C Wibby

Dan Tholen opened the meeting at 1:02p.m. (EST). He noted that with six members present there is a quorum and decisions can be made.

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

- Draft minutes from December 4 teleconference
- Second draft report to PT Committee for January meeting

1. There were no changes to the proposed agenda.
2. The draft minutes from December 4 meeting were approved (DeChant/Morgan), with no changes.
3. Dan reviewed the action items from the last meeting. The raw data from New Jersey has not been posted. Dan had checked with Jerry Parr, who said he had not seen the data. *[Following the meeting Dan spoke with Joe Aiello and requested again for the data to be sent. In a subsequent e-mail Mr. Aiello approved having Jeff send the data directly to Jerry Parr.]*
4. ERA and Wibby have offered to provide data from Maine laboratories; data from APG will not be available soon, but will be eventually. Other providers (RTC, NSI, Absolute, and Microcheck) do not have data from the labs of interest, and New York did not respond to the enquiry. The subcommittee agreed to proceed with the study once the Wibby data are available. The subcommittee also agreed that we should not discuss any preliminary conclusions from this study, since they can be misinterpreted.
5. Chuck was not on the call, but he reported to Dan that he has contacted Diane Drinkman at Wisconsin to request performance data for WI labs, but he has not received a response.
6. Judy suggested some edits to the draft report regarding her survey of State ABs, and these have been included in the draft report.
7. Judy will have a brief review of her findings from the survey of NELAP-accredited laboratories at the TNI opening session and at the ELAB meeting, in addition to the TNI PT Expert Committee meeting.
8. There were no further edits to the report section on Economic impact
9. Jeff had been unable to find a definitive contact for information on USGS and DOD policies on PT, but did get information on site-specific requirements. Dan obtained a copy of the DOD QSM and extracted the policy on PT frequency.
10. The subcommittee reviewed the draft report for the meeting. This draft included more information on other agencies' policies and opinions of representatives. The

group agreed that the report from Dr. Detsis should be identified by date, and to change the title for a comment by Brooke Connor. The group also discussed the section on international activity, and agreed that it should remain the same as in the draft, but with added links (where appropriate) for referenced documents.

11. The subcommittee agreed unanimously to a motion (Lowry, DeChant) to accept the draft (with edits noted in 9 and 10, above) and send it to the PT expert committee as a progress report from the subcommittee.
12. Regarding the presentation at the TNI PT Committee meeting – one hour has been allocated for the Frequency Subcommittee report. Jerry Parr has agreed to have copies of the report available at the meeting registration desk. Dan will prepare a presentation that follows the report, and will ask for audience comment after each section. Judy will present the findings from her survey of State ABs and preliminary findings from her survey of NELAP-accredited labs. Following the entire presentation and audience discussion, Dan will ask the PT Committee for further guidance.
13. The subcommittee agreed with the objective of completing all studies before the August TNI meeting.

There being no further business, the call was adjourned at 1:56 pm EST

Item	Action Item activity	Person Resp.	Date to be completed
1	Send Dec 4 minutes to Kirstin for posting	Dan	1/9
2	Prepare draft minutes of this meeting	Dan	1/9
3	Check on NJ approval for TNI posting raw data from NJ	Dan	1/9
4	Obtain Wibby data for Maine study	Dan	1/16
5	Contact Wisconsin to obtain data concerning performance for 3 groups of labs	Chuck	1/16
6	Revise report on activity to PT Committee, per meeting discussion, send to J Parr, subcommittee, and PT Expert Committee	Dan	1/11
7	Prepare presentation for the meeting (progress report)	Dan	1/13
8	Schedule next activities following the meeting	Dan	1/23 (2/10)

completed

Agenda, PT Frequency Subcommittee - call 14  
January 9, 2008 1:00 EST

1. Greetings, roll call
2. Approval of agenda
3. Approval of minutes for call 13 (December 4, 2008)
4. Review of Action items from last calls (below):
  - i. Posting NJ raw data (Tholen)
  - ii. Update on study of Maine labs (Tholen, Lowry)
  - iii. Study of Wisconsin labs (Wibby)
  - iv. Information from DOE, DOD, USGS (Lowry, Tholen)
  - v. Report to PT Committee at TNI meeting (Tholen)
    1. Economic impact (Karimi, Tholen)
    2. Surveys of States, Labs (Morgan)
    3. International activity (Tholen)
5. Miami meeting presentations (Morgan, Tholen, other?)
6. Other business
7. Adjourn

Item	Action Item activity	Person Resp.	Date to be completed
1	Send Nov 21 minutes to Kirstin for posting	Dan	12/4
2	Prepare draft minutes of this meeting	Dan	12/5
3	Check on TNI posting raw data from NJ	Dan	1/6
4	Remind PT providers to conduct Maine summary	Dan	12/8
5	Contact Wisconsin concerning data summaries for 3 groups of labs	Chuck	12/12
6	Review report to PTEC, section on economic impact, 1 <sup>st</sup> draft, comment to Dan	Reza	12/12
7	Review report to PTEC, section on surveys, 1 <sup>st</sup> draft, comment to Dan	Judy	12/12
8	Review report to PTEC, all parts, 1 <sup>st</sup> draft, comment to Dan	All	1/5
9	Revise report on activity to PT Committee, per member comments, add section on "other federal agency opinion"	Dan	1/7
10	Find contacts at US DOD and USGS, send to Dan	Jeff	12/12
11	Schedule next conference call for December 19	Dan	12/5

## Notes, PT Frequency Subcommittee call 15

DATE: February 13, 2009 at 1:00 p.m. EST

Subcommittee members in attendance (4): D Tholen (chair), G DeChant, M Karapondo, C Wibby

Guest: S Kassner (for J Lowry and K McCracken and PT Committee)

Associate members: A VanLangenhoven

Dan Tholen opened the meeting at 1:05p.m. (EST). He noted that with four members present there is a not a quorum, so the call would be a discussion on the items presented in the calling e-mail, Feb 10; mainly about a new State study and wrap-up plans.

14. No update on Maine study
15. Chuck has contacted Diane Drinkman at Wisconsin to request performance data for WI labs, but he has not received a response; he will follow-up next week.
16. Gary brought up the set of six comments made to the PT Committee concerning requirements for redundant testing for both WS and WP on equivalent analytes and technologies (although with different levels and performance requirements). He asked whether the subcommittee should review performance data for labs that take both programs, versus labs that take one program (WS or WP) but not the other. The response from several members was that this is an issue for accrediting bodies and is not a question of PT frequency. Since the PT Committee will be responding to the comments, the subcommittee does not need to take any action.
17. Dan will make some suggested revisions to the subcommittee report presented at the TNI meeting and re-circulate it to members for discussion on whether there are other possible studies or points to be made. (*Post-meeting note, edit includes changed title to "Draft Final Report", to get us thinking that way.*)
18. Regarding a study of each State "all lab" performance (with NELAP labs and DMR-only labs separated); the discussion was about the amount of work for PT providers to send the data, work to process it, and any conclusions that could be derived. One concern is that further information may be needed to make meaningful interpretation (for example, in Wisconsin, the Non-NELAP labs that do DW may be accredited to the NELAC standard or to EPA DW Criteria). It was agreed that Dan should send an inquiry to PT providers outlining the study and asking for comments, especially if there are problems. He will also circulate the proposal to Frequency Subcommittee members and Expert Committee members, for comment.

There being no further business, the call was adjourned at 1:32 pm EST

Item	Action Item activity	Person Resp.	Date to be completed
1	Prepare notes for this meeting	Dan	2/13
2	Revise report as draft final report	Dan	2/17
3	Obtain Wibby data for Maine study	Dan	ongoing
4	Contact Wisconsin to obtain data concerning performance for 3 groups of labs	Chuck	2/16, ongoing
5	Propose design for study of performance by state, by lab group, with data from all PT providers; propose to Pt providers and PT expert committee	Dan	2/19
6	Schedule next meeting	Dan	2/15

completed