

TNI PT Board Meeting Summary March 4, 2010

1) Roll call and approval of minutes:

Chairman Eric Smith called the TNI PT Board meeting to order on March 4, 2010, at 1:00 PM EST. Attendance is recorded in Attachment A – there were 7 Board members present during voting. Associate members Jeff Lowry and Shawn Kassner were also present. The meeting was adjourned at 2:13 EST (Motion: Carl Second: Gary Unanimously approved.)

The minutes from the February 18, 2010 meeting will be reviewed at the March 18th meeting.

2) Field PT Subcommittee

The subcommittee has met twice, but the group has not been officially formed.

A motion was made by Matt to form a Field PT Subcommittee. A second was made by Stacie and it was unanimously approved.

The subcommittee needs to be given direction. Eric received an e-mail from Paul Cestone (Field PT Subcommittee Chair) with the following suggestion:

To develop PT acceptance criteria for lead in soil, paint films, and dust. This will be used for analysis of PTs in the field using field equipment. In addition, the subcommittee will evaluate the applicability of TNI Standard Volume 3 for this purpose.

Carl commented that it should be clear that this is for NEFAP purposes. This eliminates confusion of lead in soils for NELAP. The charge needs to be limited to the field lead program at this point.

The following charge was suggested:

The PT Board's Field PT Subcommittee has been officially assigned the task of developing a PT table for Lead PTs in soil, paint films, and dust for use by NEFAP. This table criteria will be used for the analysis of PTs in the field using field equipment.

A motion was made by Gary to approve the recommended charge above. Carl seconded this motion and it was unanimously approved by the Board.

Shawn and Stacie are part of this subcommittee and are on the call today. Eric had forwarded the SOP on generating limits to the subcommittee. Sean and Stacie put an outline together for the subcommittee based on this SOP to make it easier for the rest of the subcommittee. There are a number of Field PT Subcommittee members that are not familiar with TNI processes.

At some point the PT Board will need to include the Field PT Subcommittee in their limit update SOP.

3) DW FoPT Table

Eric submitted a revised table yesterday evening, 3-3-10. The revisions included:

- Footnote to take care of Michella's concerns.
- Eric revised Footnote 14 to address Chuck's concerns.
- Lowered the PTRL to 1.8 ug/L for bis-2ethylhexyl phthalate. The lower end of the range was changed 9 to 6 ug/L to meet the MCL that Michella had forwarded. This was not one of the compounds that the Chemistry FoPT Subcommittee looked at.
- Revised a few analyte names and spacing to be consistent with the analyte codes table.

Eric also proposed the following changes prior to voting on the new table:

- 1645 should be the cyanide code instead of 1635.
- Eric asked the group as to whether Total should be added to Cyanide? This would make it consistent with the NPW FoPT table.
- Under Footnote 13 – is SDWA defined? Eric will spell it out.
- Add “total” to footnote 14b.

The SOP explains how limits and concentration ranges are established. The Board needs to write a letter to EPA to highlight these procedures and let them know that the tables will be under further review after the experimental analytes are all addressed. Michella will determine who the letter should go to. It should include a copy of the SOP.

Through discussion, the Board decided to remove the third change Eric made to the table. This type of change needs to follow our standard procedure and go through

the Chemistry FoPT Subcommittee for review. This is better than making a quick decision. This can be included in the letter. The “9” is based on the original criteria document.

Michella motioned to approve the DW FoPT Table with the changes discussed above. Matt seconded the motion and it was unanimously approved. A roll call vote was taken and Board members who were not present will be given the opportunity to vote by e-mail.

Roll Call

Eric - Yes

Gary - Yes

Amy – *Did not vote.*

Steve - Yes

Svetlana – *Did not vote.*

Michella - Yes

Carl - Yes

Stacie - Yes

Matt - Yes

Curtis – *Yes (3/8/10)*

Eric will distribute the approved table to the NELAP Board for approval.

4. Update of PTPA Assessment of SOP

Carl will be working on this SOP, but additional volunteers would be appreciated. Eric would like to see this done by June. Gary agreed to help Carl with the update.

An assessment needs to be done every 2 years. When did the clock start for this? When is another on-site assessment due? The last set of PT providers will be looked at in the Fall and part of the assessment is reviewing an assessment of a provider. This means that the PTPA assessment needs to begin by Fall.

We have not received the revised checklist from A2LA yet. If it is not forwarded by March 18th, Eric will talk to Randy.

The last team that performed this review suggested that 2 people are needed to attend the review of a PT Provider and 1 person is needed for the on-site office visit.

5) New Items

Eric plans to put together a list of recommendations to the IT Committee for fixing some of the inconsistencies in their table. This will be discussed on the next conference call on the 18th.

6) Open Action Items

See Action Table for comments.

7) Next Meeting

The next meeting of the PT Board will be Thursday, March 18, 2010, at 1:00pm EST.

Action Items are included in Attachment B and Attachment C includes a listing of reminders.

Attachment A

**Participants
TNI
Proficiency Testing Board**

Members	Affiliation	Contact Information
Eric Smith, Chair (2009) Present	TestAmerica	615-726-0177 x1238 eric.smith@testamericainc.com
Ilona Taunton, Program Administrator Present	TNI	828-712-9242 tauntoni@msn.com
Gary Dechant Present	Analytical Quality Associates, Inc.	970-434-4875 gldechant@aol.com
Amy Doupe Absent	Lancaster Laboratories, Inc.	717-656-2300 x1812 aldoupe@lancasterlabs.com
Steve Gibson Present	Texas Comm. on Env. Quality	512-239-1518 jgibson@tceq.state.tx.us
Svetlana Isozamova Absent	Accutest Laboratories – Southeast Division	407-425-6700 svetlani@accutest.com
Michella Karapondo Present	USEPA	513-569-7141 karapondo.michella@epa.gov
Carl Kircher Present (joined later)	Florida DOH	904-791-1574 carl_kircher@doh.state.fl.us
Stacie Metzler Present	HRSD	757-460-4217 smetzler@hrsd.com
Matt Sica Present	State of Maine	207-287-1929 matthew.sica@maine.gov
Curtis Wood Absent	Environmental Resource Associates	303-431-8454 cwood@eraqc.com

Attachment B

Action Items – TNI PT Board

	Action Item	Who	Expected Completion	Actual Completion
10.	Let the new Chemistry FoPT Subcommittee know that information is available from NY regarding extraction/prep methods and PT results.	Carl / Ilona	When Chemistry FoPT Subcommittee is formed.	Describe what this is. Soil in metals too? SVOA.
17.	Work on language for new TNI policy based on NELAC Policy #16 and EPA Criteria Document.	Chuck	Eric will follow-up with Chuck to determine a date.	Looking for volunteer to help Chuck.
70	Reassess need to contact PT Providers to give them a heads-up on the FoPT table updates.	Eric	Ongoing	
93	Talk to Chuck and Carl and DRAFT response for SIR #95.	Eric	1/21/10	Complete
95	Send e-mail to Jerry, Aaren and Dan Hickman regarding analyte code issue.	Eric	2/18/10	Complete – Nothing back yet.
96	Form subcommittee to work on procedures to add new analytes.	Eric	2/18/10	Complete
97	Make a recommendation to address evaluation of “less than” (<) reporting. Distribute to Board for consideration.	Carl	2/18/10	Next call’s agenda.
98	Prepare list of concerns on concentrations in DRAFT DW FoPT table.	Michella	3/4/10	Complete
99	Update DRAFT DW FoPT table with missing language to footnote and addition of note about EDB and DBCP.	Eric	2/19/10	Complete
100	Send e-mail to IT Committee regarding concerns about changing and retiring analyte codes.	Eric	3/18/10	
101	Follow-up on e-mail to NELAP Board regarding SIR #72.	Eric	3/18/10	

	Action Item	Who	Expected Completion	Actual Completion
102	Highlight analytes that are listed more than one time in FoPT tables.	Curtis	3/18/10	
103	Request vote on DW FoPT Table from missing Board members.	Ilona	3/4/10	
104	Forward approved DW FoPT Table to the NELAP Board for approval.	Eric	Before next meeting.	
105	Update PTPA Assessment SOP.	Carl	June 2010	
106	Prepare list of IT Committee recommendations.	Eric	Before next meeting.	
107	Follow-up on PT Provider Assessment Checklist from A2LA.	Eric	Before next meeting.	

Attachment C

Backburner / Reminders – TNI PT Board

	Item	Meeting Reference	Comments
3	Send A2LA a formal request to ask PT Providers if PT data can be shared with the Board. Needs to be done before 8/09.	1/14/09	Complete
5	Update PTPA Review SOP.	n/a	Remove
6	DW Table Micro Total Coliform Rule Request	10/15/09	9 out of 10 vs. 10 out of 10
7	Add the Field PT Subcommittee to the limit update SOP during its next update.	3/4/10	