

TNI PT Program Executive Committee Meeting Summary

January 24, 2017

1. Roll call and approval of minutes:

Chair, Maria Friedman, called the TNI PT Program Executive Committee (PTPEC) meeting to order on January 24, 2017, at 8 AM Central in Houston. Attendance is recorded in Attachment A – there were 8 members present. Associate Members on Webex: Susan Jennifer Mullins and Lauren Smith.

Maria confirmed that everyone received the meeting information she sent by email.

There were 20 conference attendees at the meeting.

2. Update

Maria provided a review of activities this last year and provided information about the committee (see Attachment D).

3. DW FoPT Table

Nicole had provided comments when the Final Draft DW FoPT table was distributed by email on 1/22/17. It looks like the comments about Residual Chlorine were not changed. Maria made the changes to the table during the meeting and confirmed the changes.

Stacie Metzler noted that there was a change in the term “supplemental” in Volume 3 of the Standard and she wanted to be sure that the term “supplemental” on the table is consistent with the Standard. Nicole and Stacie reviewed the information and agreed it was not a problem.

Nicole motioned to approve the DW FoPT table as modified by Maria today. Joe seconded the motion and the committee members present voted:

Start vote:

Joe – For

Nicole – For

Jennifer – For

Dixie – For

Maria – For

Susan – For (by Webex)

The vote will be completed by email by Maria.

(Note: Quorum was not achieved during email voting so new motion to approve the DW FoPT Table was entertained and was seconded. Voting on new motion still ongoing until 2-22-2017.)

4. PTPEC Priorities

Maria feels SOPs are the top priority for the following reasons:

1. Internal Checklist: Maria described how the Internal Checklist was developed. The PTPEC reviewed this at the last meeting and highlighted items the committee felt needed further review.

There are SOPs that are still in progress that need to be completed before the checklist can be finalized.

2 Updating FoPT Tables

The committee previously worked on this topic and Maria shared the past Outline worked on last summer. The information she shared can be a stand alone SOP or incorporated into the current SOPs.

The outline addresses how we can be more efficient in FoPT table updates.

3. Implementation of Volumes 3 and 4: Maria noted that SOPs need to be updated and written to determine an effective date for Volumes 3 and 4.

Maria is asking the committee to help prioritize the activities that need to be done first. Maria thinks the first priority should be procedures for updating FoPT tables. The process took 7 years last time. She thinks the second priority is the internal audit checklist and then implementation of Volumes 3 and 4.

Internal Audit Checklist

The committee preferred to review the internal audit checklist at the meeting today to see if it could be completed so it could be taken off the priority list and still meet TNI's deadline.

Checklist review based on highlighted items from the last meeting:

34 – red text

35 – black text. Info is masked before it goes to subcommittee members.

37 – black

38 – black

44 - black

45 – red. It is not what we are doing, though we do have other TNI documentation to support 4 years.

48 – black

57 – black

61 – black

68 – black

69 – black

70 – red

Ilona will update the checklist and send red items to the SOP subcommittee. The checklist will continue to be updated as PTPEC updates SOPs. The committee will do one final review of the checklist during the February meeting. Maria will look for general agreement and then send the checklist back to Ilona for incorporation into the TNI Internal Audit Program.

FoPT Table Updates

Maria shared the outline the committee prepared for FoPT Table updates. She started with Section 5.0 – 5.1. Maria asked for comment from the committee and conference attendees.

Reasons to update the table:

- Shawn Kassner commented that the PTPEC should look at past tables and see how much the limits actually change. Are there areas where there are a lot changes? These may be areas that need to be looked at on a consistent basis.
- Complaints may require a review of the table.
- Problematic analytes? Need data from PTPAs to figure out the problematic analytes. What is historically bad? New bad or old bad?
PT Providers are not going to be accredited for another two years, so there is time to have this work influence PT Provider assessments. Shawn noted that the PTPAs are willing to use the PT Provider Checklist the PTPEC develops. Work on this checklist will begin after completion of the PTPA Checklist. Shawn and Ilona will prepare a DRAFT checklist based on the 2016 Standards and then submit it to PTPEC for review and finalization.
- May need to make a statement that all analytes have to be reviewed over a certain period of time. Set a maximum based on conversation with PTPAs and data. The Chemistry FoPT Subcommittee would also be a source of information to set this timing.
- Need historical perspective of what has changed and what triggered the changes. Establish list of triggers. – Chemistry FoPT Subcommittee

- Method and regulatory updates may be a trigger to changing limits. – PTPEC
- PTPAs or PT Providers - Where do they receive complaints on limits or do they think changes are frequent.

TNI has been receiving data and a database is now in use. Most of this has been worked out. Masking is now done at the TNI level.

Iona suggested that the committee send a list of brainstormed triggers to the PTPAs, PT Providers, associate PTPEC members, NELAP AC and NGABs and ask for feedback and additions to the list.

Prep methods are not currently being collected data.

High failure rates are not necessarily a problem with the PT – it can be method issues, etc.

Stacie and Regie (from HRSD) volunteered to help the SOP subcommittee write new SOPs or update existing SOPs.

BREAK

5. Subcommittee Report

FoPT Format Subcommittee

CAS numbers are done. Craig asked for an extension on the consistency work between LAMS and FoPT Tables. The expected completion date was extended to March 31, 2017. The subcommittee will submit all tables at one time.

Chemistry FoPT Subcommittee

The subcommittee will start work again after March.

SOP Subcommittee

Nicole reported they have not met since SOP 4-105 was sent to the PTPEC.

Microbiology FoPT Subcommittee

The committee has been working on the ARA it received. All the PT data has now been received. William is working on making the data anonymous and then the committee will begin work. Jennifer will have EPA statisticians looking at the data.

6. Charter

The new format for the Charter has been sent by the Policy Committee. An example and summary of changes were provided.

- **Mission:** describe why this committee exists and its' major duties
- **Composition of the Committee:** in general, not names, who comprises this committee (names of committee members will be on the Work Plan and the TNI website)
- **Objectives:** what are the 4-5 (more or less) overall objectives this committee has and how are they specifically measured? Remember, these success measures should be used for self and internal audits. The Work Plan contains the specific tasks, which, when completed, demonstrate the committee is meeting its' objectives
- **Decision Making:** list here which decision-making procedure your committee uses, the options are listed in SOP 1-102
- **Available Resources:** Who/what helps this committee accomplish their work?
- **Anticipated Meeting Schedule:** in general terms, not dates and times.

Maria pulled the PTPEC Charter up and went through each section to look at changes needed. Actual changes will be made and reviewed at the next meeting.

7. SOP – 4-105 – Voting Process

The policy committee sent comments about this SOP back to the PTPEC.

The SOP was reviewed line by line during the meeting. Ilona noted that the procedure in Section 7 is not consistent in the SOP. Voting results are recorded with the minutes that contain the motion. Andy suggested making it more general: votes are recorded in the minutes (6.3.4).

Maria will contact the Policy Committee to suggest that there be a line added to the SOP format to denote that an SOP has undergone review even if there are no changes. Maybe use the Document Change section or put something on the first page of the SOP?

The final review of this SOP and voting will occur at the next PTPEC meeting.

8. Committee Membership

Maria thanked the out-going members of the committee for all their work and attendance at on-site meetings - Andy, Justin and Joe. She also thanked Ilona (PA), William Daystrom (IT) and Dan Hickman (LAMS) for their support.

9. New Business.

Ray Clark asked about Free Cyanide PTs. Ray was asked to discuss his issue with Michella and decide whether an ARA is needed.

10. Action Items

The action items can be found in Attachment B. They were reviewed and notes are included on the table.

11. Next Meeting

The next PTPEC teleconference will be February 16, 2017. Ilona will send out Webex notifications within 24 hours of the meeting time.

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

Maria adjourned the meeting at 11:30 pm Central. (Motion: Nicole Second: Dixie Unanimously approved.)

Attachment A

Participants TNI

Proficiency Testing Program Executive Committee

Members	Rep	Affiliation	Contact Information
Maria Friedman (2017*) Present	AB	California Water Board	949-307-0949 Maria.Friedman@waterboards.ca.gov
Ilona Taunton, Program Administrator Present		TNI	828-712-9242 tauntoni@msn.com
Eric Smith (2019) Absent	Lab	ALS Environmental	904-394-4415 eric.smith@alsglobal.com
Justin Brown (2017) Present (10:50amCT)	FSMO	Environmental Monitoring and Technologies, Inc.	847-875-2271 jbrown@emt.com
Susan Jackson (2018) Present - Webex	AB	South Carolina DHEC	(803)896-0978 jacksosb@dhec.sc.gov
Nicole Cairns (2018) Present	Lab	NY State DOH	(518) 473-0323 nicole.cairns@health.ny.gov
Joe Pardue (2017) Present	Other	Pro2Serve, Inc.	423-337-3121 joe_pardue@charter.net
Dr. Andy Valkenburg (2017) Present (10:50amCT)	Lab	Energy Laboratories, Inc.	406-869-6254 avalkenburg@energylab.com
Jennifer Duhon (2019*) Present	Other	Millipore Sigma	307-3897218 jennifer.duhon@sial.com
Matt Sica (2017*) Absent	AB	ANAB, ANSI-ASQ National Accreditation Board	msica@anab.org
Dixie Marlin (2018*) Present	Other	Marlin Quality Management, LLC	513-309-3593 marlinquality@gmail.com
Gil Dichter (2018*) Absent	Other	IDEXX Water	207-556-4687 gil-dichter@idexx.com
Patrick Garrity (2019*) Absent	AB	Kentucky DEP	502-319-4040 patrick.garrity@ky.gov
Michella Karapondo (2019*) Absent	Other	USEPA	513-569-7141 karapondo.michella@epa.gov

Attachment B

Action Items – TNI PT Executive Committee

	Action Item	Who	Expected Completion	Actual Completion
185	Send updated DW table with Footnote 15 to NELAP AC for approval.	Stacie Maria	4/1/12	Stacie submitted this. Need to confirm approval. Action: Look to see if this got done. 8/20/15: Maria will follow-up.
214	Update Tin, Total Xylene and Total Cyanide on FoPT tables and submit for approval.	Carl Stacie	Next Meeting	In Progress Ilona will look for this stuff. 8/20/15: Maria thinks Cyanide is done, but need to find status on Xylene and Tin. 11/19/15: Ilona reviewed minutes and provided notes to Carl and Maria. 11/17/16: Ilona will forward again.
257	Email to SOP Subcommittee regarding clarification on how limit updates due to issues should be addressed.	Maria	12/12/14	Maria prepared it, but is waiting for a chair for this subcommittee.
295	Moved from Backburner: PTPA Evaluation Checklist needs to be updated prior to next round of evaluations. (Originally discussed 8/6/13)	PTPEC	TBD	In Progress Handled as committee business.
310	Coordinate the update of the SCM	Maria	3/24/16	3/24/16:

	Action Item	Who	Expected Completion	Actual Completion
	FoPT table with Carl and send to NELAP AC for approval.			Working through Cyanide issue first. 11/17/16: Cyanide issue addressed and Maria is sending table with other updates this month. COMPLETE
326	Check with Jerry regarding missing PT Provider data. TNI assistance in obtaining this data.	Maria	9/21/16	In progress
330	Add updated footnotes to the DW Table and tag analytes as appropriate.	Maria	11/14/16	11/17/16: Still in progress
333	Lead FoPT table needs to be archived.			
335	Send ARA to NELAP AC for confirmation.	Maria	12/31/16	
336	Notify Rachel that ARA has been accepted and send request to Carl regarding data needed.	Maria	2/15/17	
337	Update Internal Audit Checklist for review at next meeting.	Ilona	2/15/17	
338	Complete vote on DW FoPT table.	Maria	2/7/17	

Attachment C

Backburner / Reminders – TNI PT Executive Committee

	Item	Meeting Reference	Comments
7	Add the Field PT Subcommittee to the limit update SOP during its next update.	3/4/10	In Progress
11	Evaluate how labs are accredited for analytes that co-elute.	5-19-11	
13	Charter needs to be updated in November.	Ongoing 2016	This activity has been postponed until new charter procedures are received from TNI.
16	<p>Moved back to Backburner (originally discussed 2/20/14) :</p> <p>When new limits are established for the FoPTs, what is considered to be a statistically significant change to the old rates? At what point is it appropriate to question new limits? This lends to the TSS discussion a few months ago.</p> <p>Patrick commented that it would make sense to look at changes to pass/fail rates 6 months after new limits are effective. This possible addition to procedures should be evaluated when updating the limit acceptance SOP.</p>	2/20/14	
17	Discuss possible procedural changes to how limits are updated. Maria talk to SOP Subcommittee.		Need to look at PT database implications.

Attachment D - PPT Presentation



Agenda

- Review of PTPEC purpose and activities
- Committee Business
 - Old Business
 - Update regarding DW FoPT Table Footnote 1
 - Internal audit checklist review
 - FoPT update procedures (going forward)
 - Subcommittee Reports
 - New Business
 - Review new PTPEC Charter format
 - Review SOP 4-105 (PTPEC Voting Process)
- Acknowledgments
- Public Comments



Mission

The purpose of the Proficiency Testing Program Executive Committee (PTPEC) is to establish and maintain certain elements of a national PT Program to support TNI's Accreditation Programs and other TNI activities. Those elements include:

- Fields of Proficiency Testing (FoPT), consisting of analytes, concentrations, matrices, and acceptance limits, that are appropriate for the scope of environmental monitoring performed in the United States
- A listing of PT Provider Accreditors (PTPAs) that are TNI approved
- A listing of organizations that are recognized by TNI's approved PTPAs as competent to provide PT samples to laboratories



PTPEC Meetings

- Conference calls the third Thursday of the month from 1:00-2:30 Eastern
- Face-to-Face with attendee participation at annual Environmental Measurement Symposium and Forum on Environmental Accreditation Conferences



Review of PTPEC Activities August 2016 – January 2017



PTPEC Activities

- Analyte Request Applications Processed
 - Add qualitative PCB analysis to both NPW and SCM FoPT Tables, in addition to quantitative
 - Disposition: Pending assignment to FoPT subcommittee



Attachment D - PPT Presentation



PTPEC Activities: FoPT Table Updates

- Non-Potable Water (NPW) FoPT Table
 - Removed 3,3-Dichlorobenzidine
 - Corrected TNI Analyte Code for non-Polar Extractable Material (TPH) from 1935 to 1853
 - Approved by PTPEC, submitted to NELAP AC for review
- Drinking Water (DW) FoPT Table
 - Clarified that all analytes regulated under the US EPA's Safe Drinking Water Act must be spiked at non-zero Assigned Values with the exception of supplemental PTs
 - Added PT sample design criteria for Corrosivity
 - Corrected TNI Analyte Name for Cyanide (formerly Cyanide, Total) and corresponding Analyte Code from 1645 to 1635



PTPEC Activities: FoPT Table Updates

- Drinking Water (DW) FoPT Table, continued
 - Removed footnote regarding laboratory requirements to be accredited for Total Trihalomethanes or Total Haloacetic Acids
 - Added footnote requiring that Volatile Organic Compounds must contain all three Xylene isomers
 - Added footnote stating that Low Level Analytes' concentration ranges and acceptance criteria are specifically intended for technologies/methods that can achieve the listed PTRL.
 - Undergoing further review by PTPEC
- Lead in Paint FoPT Table
 - To be archived
 - Need to request removal from TNI website



PTPEC Activities: FoPT Table Updates

- Solid and Chemical Materials (SCM) FoPT Table
 - Added cis- and trans-1,3-Dichloropropene in low- and medium-level concentration ranges
 - Corrected TNI Analyte Code for Cyanide, total from 1635 to 1645
 - Added Aroclors 1221, 1232, and 1248 to PCBs in Oil
 - Updated concentrations and acceptance criteria for numerous analytes as a result of routine FoPT review of the entire SCM FoPT Table
 - Approved by PTPEC, submitted to NELAP AC for review
- Protozoa FoPT Table
 - In consultation with US EPA, no updates needed
 - Need to add footnote to Table to state the above



PTPEC Activities: Subcommittees

- Chemistry FoPT Subcommittee
 - Will be reviewing Radiochemistry FoPT Table
- Microbiology FoPT Subcommittee
 - Will be reviewing Analyte Request Application for MPN
- FoPT Table Format Subcommittee
 - Adding CAS numbers to FoPT Tables
 - Reviewing consistency between LAMS and FoPT Tables
- SOP Subcommittee
 - Reviewed PTPEC Voting Process SOP



Committee Business

Old Business
Subcommittee Reports
New Business



Acknowledgments



Attachment D - PPT Presentation



2017 PTPEC Membership

(up to 1-31-2017)

- Maria Friedman, Chair – California ELAP
- Justin Brown – Environmental Monitoring and Technologies, Inc.
- Nicole Cairns – New York State DOH
- Gil Dichter – IDEXX Water
- Jennifer Duhon – MilliporeSigma
- Patrick Garrity – Kentucky DEP
- Susan Jackson – South Carolina DHEC
- Michella Karapondo – US EPA
- Dixie Marlin – Marlin Quality Management, LLC
- Joe Pardue – Pro2Serve, Inc.
- Matt Sica – ANAB
- Eric Smith – ALS Environmental
- Dr. Andy Valkenburg – Energy Laboratories, Inc.



Outgoing PTPEC Members

- Justin Brown – Environmental Monitoring and Technologies, Inc.
- Joe Pardue – Pro2Serve, Inc.
- Dr. Andy Valkenburg – Energy Laboratories, Inc.



Subcommittee Chairs

- Chemistry FoPT: Dr. Carl Kircher
- FoPT Table Format: Craig Huff
- Microbiology FoPT: Jennifer Best
- SOP: Gil Dichter



TNI Support

- Program Administrator: Ilona Taunton
- IT Administrator: William Daystrom
- LAMS Administrator: Dan Hickman



Public Comments and Questions

