

## TNI PT Executive Committee Meeting Summary

October 20, 2011

### 1) Roll call and approval of minutes:

Chairman Eric Smith called the TNI PT Executive Committee meeting to order on October 20, 2011, at 1:00 PM EST. Attendance is recorded in Attachment A – there were 6 Executive Committee members present on the call. Additional people on the call included: Maurice Downer, Nicole Cairns, Patrick Brumfield, Rob, Aruna, Randy Querry, Geneva Bowman and Bill Hirt.

The September 15<sup>th</sup> minutes have been distributed and are being reviewed. People have been asked to look at section in red and make sure it is accurate.

### 2) E-mail from Nicole

Eric forwarded the FoPT table that was recently approved

Nicole sent the following e-mail to the committee:

*I noticed some discrepancies in the latest draft of the DW FoPT with regards to PCBs as decachlorobiphenyl.*

*1) In footnote 2 it states that one or more Aroclors may be added to a PT, while in footnote 13h it says to use one Aroclor.*

*2) In footnote 2 it also lists 7 different Aroclors that may be used to prepare the PT, while in footnote 13h it only lists 6 Aroclors (it's missing Aroclor 1221).*

*It looks like these discrepancies were carried over from the last revision. I believe the intent is for one Aroclor to be used in each PT and that Aroclor 1221 should be an option in the PT design.*

*These should be addressed before the table is finalized.*

Eric asked if Nicole's concerns were typos or issues that will require further voting?

Discussion: Though Andy described how Aroclor's could be combined, Nicole was concerned that you can only report one.

Is it appropriate to add more than one Aroclor? Does footnote 2 on the table need to be changed? Joe preferred to have the Chemistry FoPT Subcommittee look at this and then put it out for a vote if changes need to be made. Patrick and Nicole felt they are already

reporting them correctly by understanding what is needed and felt the text just needed to be corrected and that it does not need to be re-voted on. Steve and Carl also felt it was editorial. The committee agreed to have Eric make the editorial changes and then distribute it to the PT Providers and the website.

Footnote 2 will be modified – “or more” will be removed.  
Footnote 13 will be modified to include Aroclor 1221.

### 3) PT Oversight Database Plan

The subcommittee will include PTPAs and any ABs that are on the PTEC. Steve will chair the subcommittee.

A2LA has offered to provide the current Neptune database to TNI to act as the database and eliminate the need for a third database. It would be up to TNI to operate the database and Neptune would be willing to work with TNI on updates and needs. There needs to be an assessment of this proposal. The subcommittee will look at this.

Gary made a motion that the subcommittee move forward on evaluating the A2LA proposal and submitting an evaluation report to the PTEC. It was seconded by Steve. The motion passed unanimously.

William and Kelly Black would be helpful additions to the subcommittee. It would be great to also have a couple more ABs involved. Eric will contact William and give him more detail.

### 4) Committee Charter

Objective 7 was added to the DRAFT Eric distributed to the committee. He also added information to Section 14 about face to face meetings.

Joe made a motion to accept the finalized Version 2 of the committee charter. The motion was seconded by Carl. The motion passed unanimously.

Eric will forward the final version to Bob (Chair of CSDP) and Steve Arms (TNI Board of Directors).

### 5) FoPT Management SOP

Attachment B includes a copy of the comments received from the NELAP AC. Eric distributed this table on 10-18-11.

- 6 – Dave Caldwell – Eric felt there was a misunderstanding. There may be some overlap between what the IT Committee is working on and what PTEC is working on. The FoPT review and IT analyte codes are different processes.

Eric will update the summary included in Attachment B as he updates the SOP. The SOP updates will be ready for the next meeting.

The committee still needs to discuss the comments from the Bellevue meeting. These will be reviewed at the next meeting. Eric would like to have the SOP complete before the Sarasota meeting.

#### 6) Membership Review

- Associate members were asked to sign-off.
- 3 members are ready for rotation – Stacie, Amy and Gary – January 2009. Gary has served 2 terms already.
- Nicole submitted an application – Other.
- Pat Brumfield – PT provider
- Matt Seca- may have interest.

A motion was made by Carl to add Pat and Nicole to the committee in January 2012. It was seconded by Andy and unanimously approved. This information will be forwarded to the TNI Board of Directors before final approval.

#### 7) Review Open Action Items

Updated in table.

#### 8) New Business

- Need to start looking at updating some committee SOPs.
- There has been a lot of work on the WET FoPT subcommittee. There has been discussion between the chairs of the PT Executive Committee, PT Expert Committee and NELAP AC.
- Eric was contacted by Samuel Brown and Eric Winchester. They need a quality control program for formaldehyde in wood products. They are considering how TNI may be involved. They will also be talking to Jerry. Perhaps a meeting in Sarasota is possible to engage PT Providers and labs.

#### 9) Next Meeting

The next meeting of the PT Executive Committee will be 11-17-11.

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

The meeting was adjourned at 2:32 EST. (Motion: Gary Second: Carl Unanimously approved.)

## Attachment A

### Participants TNI Proficiency Testing Executive Committee

Members	Affiliation	Contact Information
Eric Smith, Chair (2010) <b>Present</b>	TestAmerica Laboratories, Inc.	615-726-0177 x1238 <a href="mailto:eric.smith@testamericainc.com">eric.smith@testamericainc.com</a>
Ilona Taunton, Program Administrator <b>Present</b>	TNI	828-712-9242 <a href="mailto:tauntoni@msn.com">tauntoni@msn.com</a>
Justin Brown (2011) <b>Present</b>	Environmental Monitoring and Technologies, Inc.	847-875-2271 <a href="mailto:jbrown@emt.com">jbrown@emt.com</a>
Gary Dechant (2009) <b>Present</b>	Analytical Quality Associates, Inc.	970-434-4875 <a href="mailto:gldechant@aol.com">gldechant@aol.com</a>
Amy Doupe (2009) <b>Absent</b>	Lancaster Laboratories, Inc.	717-656-2300 x1812 <a href="mailto:aldoupe@lancasterlabs.com">aldoupe@lancasterlabs.com</a>
Steve Gibson (2011) <b>Present</b>	Texas Comm. on Env. Quality	512-239-1518 <a href="mailto:jgibson@tceq.state.tx.us">jgibson@tceq.state.tx.us</a>
Open	Open	Open
Michella Karapondo (2011) <b>Absent</b>	USEPA	513-569-7141 <a href="mailto:karapondo.michella@epa.gov">karapondo.michella@epa.gov</a>
Carl Kircher (2010) <b>Present</b>	Florida DOH	904-791-1574 <a href="mailto:carl_kircher@doh.state.fl.us">carl_kircher@doh.state.fl.us</a>
Stacie Metzler (2009) <b>Absent</b>	HRSD	757-460-4217 <a href="mailto:smetzler@hrsd.com">smetzler@hrsd.com</a>
Matt Sica (2011) <b>Absent</b>		207-287-1929 <a href="mailto:matthew.j.sica@gmail.com">matthew.j.sica@gmail.com</a>
Joe Pardue (2011) <b>Present</b>	Pro2Serve, Inc.	423-337-3121 <a href="mailto:joe_pardue@charter.net">joe_pardue@charter.net</a>
Dr. Andy Valkenburg (2011) <b>Present</b>	Energy Laboratories, Inc.	<a href="mailto:avalkenburg@energylab.com">avalkenburg@energylab.com</a> 406-869-6254
Curtis Wood (2010) <b>Absent</b>	Environmental Resource Associates	303-431-8454 <a href="mailto:cwood@eraqc.com">cwood@eraqc.com</a>

## Attachment B

Comments from NELAP AC on draft PTEC FOPT Table Management SOP 4-107 R0.0

Date: 10-18-11

#	Commentor	Comment	PTEC decision
1	Art Clark - EPA Region 1	<b>General</b> - I believe that the official title for ABs is "accreditation bodies". The SOP and application switch between this term and "accrediting bodies". The official titles should be used.	
2	Art Clark - EPA Region 1	<b>General</b> - The words "data" and "criteria" are plural. The SOP typically uses both terms as though they were singular.	
3	Art Clark - EPA Region 1	<b>Application</b> - I think it is important to add the following question to Sec. III B of the ARA. (This is the section dealing with removals.) "Does AB or regulatory agency currently collect/use data resulting from the analysis of this PT?" If an AB or certification program accredits labs for this analyte or if EPA or another state or federal agency uses PT data for this analyte, they should have the opportunity to respond to a request for removal. At the very least they should be made aware that removal is being considered. A good example is the "unregulated" organic analytes. For years EPA required labs to analyze PTs for the unregulated analytes even though they never required labs to be certified for them. EPA has stopped collecting these data, but many state programs still require their labs to analyze these PTs.	
4	Steve Stubbs - TCEQ	<b>Application</b> - Concerning the (ARA) form, my only comment concerns the PT Provider information - Re the availability of PTs - I would suggest having check boxes "Yes", "No", or "Not Known". I would also suggest deleting questions about providers, product numbers, etc. The answers don't really affect the merits of the request. Also, the PT executive committee would probably verify any info in the form with PT providers and check with the other providers about current or potential availability, anyway. For ex, "Do you have or could you produce...".	
5	Dan Hickman - TNI (via Art Clark -EPA Region 1)	<b>General</b> - I'm not sure what's on the analyte addition request form for the PT table but it should include the TNI analyte code. They might want a statement in the SOP that says they will only add analytes to the FoPT tables that are already listed on the TNI analyte table.	

6	David Caldwell - OK	<p><b>General</b> - I hope this will help clarify my statements, the IT committee already has an on-line analyte request form on-line and working. Now the IT department must develop a new on line analyte request form with different information and different submittals and submit to the PT committee, which in turn will need to notify the IT department (again) when an analyte application comes in so that it can be check against the LAMS for duplication (redundant work), otherwise the LAMS database used for accreditation will not work for accredited analytes because the standard clearly state all analytes must have PTs. So duplication of work for IT committee plus communication issues between committees and then the AB must match two different codes (if not three or more depending on state system) when an analyte is requested for accreditation.</p>	<p>7/25/11 - Thanks David.</p> <p>You've raised some good points on the process of interaction with the IT committee which the PT Executive Committee will discuss. However, whether or not something needs to be added or removed from a FoPT table are separate evaluations from the review/development of a TNI analyte or Technology code. The two systems/processes &amp; SOPs need to remain separate.</p> <p>The IT committee doesn't need to be involved in this FoPT analyte process unless a new analyte code is needed. If/when a new analyte code is needed at some point, the current IT analyte request process should work fine, so no duplication of work by IT or ABs is anticipated at this point.</p> <p>I'll be sure to add your feedback as a topic of discussion for the committee in order to be sure we've got our bases covered sufficiently and effectively.</p> <p>Sincerely, -Eric</p>
	David Caldwell - OK (cont.)	<p>My approach would be to utilize the form now in use with addition formation the PT committee needs and then add additional addressee to the automatic notification (PT committee) then change the SOP to reflect notification process to the PT committee that a new analyte code has been generated so that the PT committee then can make their decisions in there processes. Thus eliminating additional forms and additional steps in communication and hopefully less confusion.</p>	
7	Paul Bergeron - LELAP	<p>Section 2 - First sentence - Change to "This SOP includes procedures for the PT Executive Committee to review requests to add new analytes <b>to</b> and remove analytes <b>from</b> <del>to</del> the TNI FoPT Tables."</p>	<p>9/15/11 - Will make change.</p>

8	Steve Stubbs - TCEQ	Section 2 - Is there a need to include potential changes to analytes on the list , e.g., changes in concentration, method code?	9/15/11 - Will revise Section 2 language to include.
9	Steve Stubbs - TCEQ	Section 2 - Second sentence - Change to read as - "The procedures <b>address</b> for FoPT table modifications, setting effective dates, and fixing typos [ <b>typographical and other errors</b> ] in the tables, as well as how to add FOPT analytes when PT data does not exist <del>are addressed.</del> "	9/15/11 - Will make change (minus the bracket language).
10	Paul Bergeron - LELAP	<b>Section 3 -Please clarify if the definition of Sponsor means no sponsor is required to request the removal of an analyte from the FoPT table. If so, it contradicts Section 6.</b> I recommend revising the definition of sponsor so that it does not appear to conflict with Section 6.0—sponsors should be able to request additions and removal of analytes from the tables. The application looks okay.	9/15/11 - Appears to be a misunderstanding of intent. A sponsor is not needed to remove an analyte. Will review and compare language between sections to see if a wording change/addition is needed to make intent more clear.
11	Paul Bergeron - LELAP	Section 4.1& 4.2 - Date should be capitalized each time when saying "Effective Date"	9/15/11 - Will make change.
12	Steve Stubbs - TCEQ	Section 4.2 - Header - Remove "Typos" and replace with "Errors"	9/15/11 - No change. This would change the procedure in a way not preferred by the committee.
13	Paul Bergeron - LELAP	Section 5 & 6 - Reference to "Federal" should be lower case	9/15/11 - Will make change.
14	Steve Stubbs - TCEQ	Section 5 - First sentence - no one else?	9/15/11 - Will add language something to the effect of "or other individual".
15	Steve Stubbs - TCEQ	Section 5 - Second sentence - Change to "A request submitted by <b>an individual or on behalf of</b> a laboratory or PT Provider must be sponsored by at least one Accrediting Body."	9/15/11 - Will make change.
16	Steve Stubbs - TCEQ	Section 6 - First sentence - No one else?	9/15/11 - Will add language something to the effect of "or other individual".
17	Steve Stubbs - TCEQ	Section 6 - Fourth paragraph - delete "request" from "request review".	9/15/11 - Will make change.
18	Paul Bergeron - LELAP	Section 7 - First sentence - Change to "The minimum timeframe that the PT Executive Committee must be allowed to <del>take</del> to process an <b>approved</b> request is one year."	9/15/11 - Will make change.
19	Steve Stubbs - TCEQ	Section 8 - This could be changed to a note and added to section 1.	9/15/11 - No change. The committee prefers to keep this as a separate section for emphasis.

**Attachment C**

**Action Items – TNI PT Executive Committee**

	<b>Action Item</b>	<b>Who</b>	<b>Expected Completion</b>	<b>Actual Completion</b>
165	Follow-up on need for NEFAP EC approval of the FSMO FoPT Table.	Eric	Next Meeting	
168	Update FoPT Management SOP, distribute to EC and then distribute to NEFAP EC and NELAP AC for comment.	Eric	Next Meeting	Received from NELAP AC. Need to follow-up with NEFAP.
169	Contact Chem FoPT Subcommittee to look at the PCB data again and make sure that it supports the limits TNI has set.	Eric	Next Meeting	Eric will touch base with Carl
170	Ask NEFAP EC and NELAP AC if they are aware of any analytes that need to be added to the table.	Eric	8/16/11	Look into
173	Make editorial changes to FoPT table.	Eric	11/17/11	
174	Talk to William to invite him to participate in database committee.	Eric	11/17/11	
175	Send completed charter to TNI Board and CSDP.	Eric	11/17/11	
176	Update summary in Attachment B as updates are made to the SOP. Distribute updated SOP.	Eric	11/17/11	

**Attachment D**

**Backburner / Reminders – TNI PT Executive Committee**

	<b>Item</b>	<b>Meeting Reference</b>	<b>Comments</b>
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	
8	Implement all policies and procedures necessary for operation and continual improvement of a national PT program – including FoPTs for various matrices, stakeholders and accreditation programs. (Need to update SOPs – including an appeals process) – Complete by 7/1/11.	10/21/10	From 2010 Strategic Plan Review
9	Implement a process to periodically evaluate the effectiveness of the PT provider oversight program and the Fields of Proficiency Testing. Complete by 6/1/11.	10/21/10	From 2010 Strategic Plan Review
10	Define a process for addition or removal of analytes from FoPT tables. Complete by 7/1/11.	10/21/10	From 2010 Strategic Plan Review
11	Evaluate how labs are accredited for analytes that co-elute.	5-19-11	
12			