

**TNI PT Executive Committee
Meeting Summary
November 18, 2010**

1) Roll call and approval of minutes:

Chairman Eric Smith called the TNI PT Executive Committee meeting to order on November 20, 2010, at 1:04 PM EST. Attendance is recorded in Attachment A – there were 7 Executive Committee members present on the call. Associate members Stephen Arpie, Jeff Lowry, Keith Greenaway, Mike Weisrock (MWeisrock@anab-aclass.org), Randy Querry and Aruna Kaveeshwar were also present.

The minutes from the September 16th and October 21st meetings were reviewed. In the October 21st minutes, Eric noted that the effective year for #10 should be 2011 and that an effective date for #14 should be 7/1/11. A motion was made by Gary to approve the minutes with Eric's change. The motion was seconded by Steve and unanimously approved. The minutes will be posted on the TNI website.

2) Drinking Water PT Data Release to ELAB

As the TNI Chemistry FoPT Subcommittee has completed their review of the DW FoPT table, Jeff requested the release of the rest of the drinking water data so ELAB can complete their task of communicating to EPA on the behalf of the industry about the CFR PT acceptance limits.

There were no objections voiced. The data can be released.

3) WET FOPT Table Subcommittee Development

Eric has notified Stacie and RaeAnn Haynes that they can re-establish the WET FoPT Subcommittee. There appears to be a lot of interest in helping this subcommittee and they will be setting their first meeting soon.

The purpose of this subcommittee is to review and make recommendations for updates to the WET FoPT tables.

4) Status of A2LA and ACLASS Assessments

ACLASS – Carl was unable to complete his review of the responses, but will be able to do it later this week. He needs to review a few more comments. At this point Carl is not aware that any additional information is needed from ACLASS. Carl expects to have the

recommendation together by Monday, November 29th, so that it can be discussed at the next meeting.

A2LA – Stacie is planning an on-site visit December 6-8, 2010. Stacie has not started going through the documentation. Randy will reissue this information to Stacie.

5) Database

Eric met with ACLASS and A2LA by phone this last week to communicate the Database Subcommittee's idea of working with the database:

The general concept of having each PTPA accreditation organization have its own comprehensive database for tracking PT and PT Provider performance is not functional and is not cost effective. Due to anticipated problems and issues associated with data ownership, maintenance, and evaluation of multiple databases, we propose that the function of the capture and evaluation of PT study data be assigned by TNI to a single organization and that PT study data evaluation be designated a separate function from PT Provider accreditation. Under this model, all PT Providers would submit their PT study data to this single organization independent of the PT Provider accrediting authority. This PT data review organization would conduct the statistical evaluations, and, if a problem is identified with an individual PT Provider, the PT Provider accrediting authority that granted the PT Provider approval would be notified and would be responsible for investigation and oversight of any corrective action.

Eric's current assessment is that everyone appears to be in agreement that one database is preferred.

Discussion:

- The committee agreed one database would be preferable.
- Impact on ACLASS Assessment: Carl commented that this was not an issue. They will recommend a surveillance of ACLASS after they have accredited providers and the database will be one of the follow-up items.
- Keith asked "What data really needs to be collected?" Gary and Jeff commented that this is already outlined in the standard. The SOP for evaluating PT Acceptance Limits also defines what is needed. A2LA used this information to establish their database and Curtis noted that the PT providers were involved in this process.
- Stephen Arpie asked if access to the database will continue to be limited or whether it will be opened up. Expansion to more users is not being considered at this time. Steve noted that perhaps multiple databases would work. The main goal of the database is the oversight of the PT Providers – not supplying data to the FoPT Subcommittee. The database helps to ensure PT Provider studies are open the correct number of days, studies are not easier or harder than another PT Provider's samples, etc ...
- Stephen Arpie suggested that there might be a TNI subcommittee that could take all the data from the PTPAs and collect this information for the bigger picture oversight.

Eric is concerned that this could not be done timely. Curtis also raised some confidentiality issues.

- Stephen asked if there were any decision making processes that require compilation of all the data? Gary believes this is needed and commented that if there were multiple databases, there would need to be a simple process to compile the data into a single set. If this is not possible, then a single database would be preferred.
- Curtis asked if there is concern being expressed about having A2LA be the oversight body and ACLASS and A2LA be the PTPAs. There was no comment.
- ACLASS has defined the fields the standard requires in their database. None of this was available during the on-site visit, but it was submitted as part of the corrective action response. They have a database they use for 17025 PT Providers. The fields are not specifically defined by TNI – this is needed for consistency for the users.
- Jeff suggested that Eric get a copy of the ACLASS database fields and compare them to what A2LA has. Are the fields the same? Is there anything missing.
- The committee explored the option of two databases. Points raised will be considered by the Database Subcommittee. The Subcommittee will need to outline road blocks. Gary noted that an immediate response to ACLASS's request for data format be addressed. Are ACLASS and A2LA requesting the same information? Stephen, Curtis, Eric and Gary will provide this review. Target date for completion of this review will be December 16th. Keith and Randy will forward their fields to Gary for an initial comparison.
- Matt noted that there are sometimes different ways to calculate the same end result, so there may be some differences found that are not a problem according to the standard.

7) PT Executive Committee Membership

Steve, Matt and Michella would like to continue on the Committee and Svetlana is still considering whether to stay on.

Eric contacted Maria Friedman regarding a member from SSAS. There was no interest at this time. He also contacted Marlene Moore yesterday regarding a member from NEFAP. A new application was received that will be forward by Eric for Committee review.

People would like to see a listing of all candidates before a final selection is made.

Curtis moved that Steve, Matt and Michella renew their membership on the PT Executive Committee for another 3 year term. The motion was seconded by Gary and unanimously approved. Ilona will forward voting information to the missing members on the call so that they can vote by e-mail.

Eric will forward a candidate list to the Committee members for consideration at one of the two upcoming meetings in December.

8) Discuss DW FoPT Tables Provided by Subcommittee on 11/16/10

The next meeting will be heavily dedicated to the FoPT table discussion. This discussion will include Steve's September 14th comments.

Carl asked about the NELAP AC's view on Experimental PTs. Eric will make contact with Kirstin and Aaren to let them know that Experimental PTs will likely still be in effect July 1, 2011.

Carl clarified that the Experimental PTs that were voted to be dropped when the Chemistry FoPT Subcommittee worked on the analytes were added back to the Experimental FoPT table.

9) Review Open Action Items

Updates were made to the Action table (Attachment B).

10) New Business

An additional meeting will be added on 12/2/10 to accommodate the PTPA assessments and FoPT tables that need review and approval.

11) Next Meeting

The next meeting of the PT Executive Committee will be Thursday, December 2, 2010, at 1:00pm EST.

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

The meeting was adjourned at 2:33 EST. (Motion: Carl Second: Gary Unanimously approved.)

Attachment A

Participants TNI Proficiency Testing Executive Committee

Members	Affiliation	Contact Information
Eric Smith, Chair (2010) Present	TestAmerica	615-726-0177 x1238 eric.smith@testamericainc.com
Ilona Taunton, Program Administrator Present	TNI	828-712-9242 tauntoni@msn.com
Gary Dechant (2009) Present	Analytical Quality Associates, Inc.	970-434-4875 gldechant@aol.com
Amy Doupe (2009) Absent	Lancaster Laboratories, Inc.	717-656-2300 x1812 aldoupe@lancasterlabs.com
Steve Gibson (2008) Present	Texas Comm. on Env. Quality	512-239-1518 jgibson@tceq.state.tx.us
Svetlana Isozamova (2008) Absent	Accutest Laboratories – Southeast Division	407-425-6700 svetlani@accutest.com
Michella Karapondo (2008) Absent	USEPA	513-569-7141 karapondo.michella@epa.gov
Carl Kircher (2010) Present	Florida DOH	904-791-1574 carl_kircher@doh.state.fl.us
Stacie Metzler (2009) Present (until 2pm)	HRSD	757-460-4217 smetzler@hrsd.com
Matt Sica (2008) Present	State of Maine	207-287-1929 matthew.sica@maine.gov
Curtis Wood (2010) Present	Environmental Resource Associates	303-431-8454 cwood@eraqc.com

Attachment B

Action Items – TNI PT Executive Committee

	Action Item	Who	Expected Completion	Actual Completion
17.	Work on language for new TNI policy based on NELAC Policy #16 and EPA Criteria Document. Policy #16 deals with headers on the PT tables.	Chuck (Eric will review and determine if this is still needed.)	Eric will follow-up with Chuck to determine a date.	Looking for volunteer to help Chuck.
97	Make a recommendation to address evaluation of “less than” (<) reporting. Distribute to Board for consideration.	Carl Eric will review	2/18/10 Completion next meeting.	Next call’s agenda.
133	Update Evaluation SOP and application. Distribute for comment. Add information for NEFAP.	Eric	12/16/10	
135	Notify RaeAnn that WET FoPT Subcommittee can be reconstituted.	Eric	9/16/10	Complete
136	Start work on the SOP to add analytes to Accreditation FoPT Tables.	Eric, Curtis, Stacie	Dec 2010	
137	Send comments on Strategic Plan to Jerry Parr.	Eric	10/22/10	Complete
138	Follow-up on committee membership – ideas.	Eric	11/18/10	Complete
139	Complete ACLASS recommendation and distribute to PT Executive Committee members for review at next meeting.	Carl Amy	11/29/10	
140	Compare A2LA and ACLASS database fields and provide input on actual requirements.	Database Subcommittee (Eric, Stephen, Gary, Curtis)	12/16/10	
141	Forward e-mail vote for membership to missing members on 11/20/10 call.	Ilona	12/2/10	
142	Forward membership candidate list to	Eric	12/2/10	

	Action Item	Who	Expected Completion	Actual Completion
	Committee members.			
143	Make contact with Kirstin (PT Expert Committee) and Aaren (NELAP AC Chair) regarding status of Experimental PTs.	Eric	12/2/10	
144				

Attachment C

Backburner / Reminders – TNI PT Executive Committee

	Item	Meeting Reference	Comments
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	