

TNI PT Program Executive Committee Meeting Summary

December 20, 2012

1) Roll call and approval of minutes:

Chair, Stacie Metzler, called the TNI PT Program Executive Committee (PTP EC) meeting to order on December 20, 2012, at 1:00PM EST. Attendance is recorded in Attachment A – there were 7 Executive Committee members present. Associate members on the call included: Randy Querry (A2LA), and Jeff Lowry (Phenova).

The committee reviewed the October minutes and found they were fine with the exception of the date. The date will be corrected. Steve motioned to accept the October minutes for posting with the correction. The motion was seconded by Patrick and unanimously approved.

The committee reviewed the November minutes and found they were fine. Steve motioned to accept the November minutes for posting. The motion was seconded by Carl and unanimously approved.

2) PTPA Evaluation

Stacie attended A2LA's PT Provider assessment. Stacie and Susan are working on the final report. The committee should receive a final report before the Denver meeting and vote at the meeting. We need to look for conflicts of interest before the report is distributed.

Nicole is no longer able to attend the ACLASS evaluation. Stacie is looking for a new volunteer. Ilona will talk to Eric Smith and Stacie will talk to the PT Expert Committee. The evaluation starts early February.

The target for completion of the A2LA report is January 15, 2013.

3) NPW FoPT Table Review

Susan submitted some questions regarding the table distributed at the last meeting:

1) I noticed that the Tin limits were set to 30% fixed limits whereas most of the other metals were set at 15% fixed limits. I was wondering why there was a different fixed limit for Tin?

Carl: Tin is not as soluble as some of the other metals that use nitric acid. It is currently on the table at a different concentration range and the Chemistry FoPT Subcommittee wanted to bring it in closer. This made the window wider.

2) *For Cyanide, there is a 35% fixed limit proposed. I'm not sure what is listed in all cyanide methods, but I know the EPA and Lachat methods specify limits of 90-110%. I was wondering how 35% was chosen?* Carl: This is what the PT data showed. This is an improvement over the current regression data. Fixed limits were proposed instead. Jeff suggested that the PDF file be sent to everyone so they can see where it came from. Jeff will do this.

3) *For EDB, a fixed limit of 35% is proposed. DBCP has a fixed limit of 40% proposed. EPA 8011 specifies limits of 40%, so I was wondering why the limit for EDB was different? I'm not opposed to the 35%, but I wasn't sure why DBCP and EDB would have different fixed limits.* Carl: This is what the PT data supported.

4) *There may have been discussion about this one in the past, but under Base/Neutrals, bis(2-chloroisopropyl) ether is listed. There was a name change in the IRIS database to Bis(2-chloro-1-methylethyl)ether and it is my understanding that bis(2-chloroisopropyl) ether is no longer the correct chemical name. We spoke with EPA's Office of Solid Waste and the last we heard on this was they were going to try to get the update put in with Update V. EPA 625 has already been updated with a footnote that states the correct chemical name is 2,2'-oxybis(1-chloropropene). Do we want to look at changing the name in the table?* Carl thought it should be propane instead of propene. There are reasons the other name was used. Susan's concern is that her state no longer uses bis(2-chloroisopropyl)ether. Jeff asked if Susan could provide the CAS number (she e-mailed it out during the call) and then work with Dan Hickman to figure out what it should be. The Chemistry FoPT Subcommittee will need to look at this. Jeff thinks Dan Hickman already took care of this.

The effective date will be dependent on when it is approved by the NELAP AC.

Susan made a motion to approve the NPW FoPT table updated on 10/12/12 with the possible editorial change regarding bis(2-chloroisopropyl) ether. Carl seconded the motion and it was unanimously approved.

4) Micro FoPT Subcommittee

The subcommittee has started meeting. The selected chair is Susan Butts. The subcommittee needs a scope from the PTP EC. Stacie distributed a DRAFT copy of the minutes from their first meeting to help in the establishment of a scope. These have not yet been approved by the subcommittee.

Comments:

- Stacie: On the Micro FoPT call, there were some priority items identified. There is additional information included in the DRAFT minutes.
 - o Determining preparation ranges for qualitative microbiology FoPTs. (Curtis: Determining what the appropriate concentrations should be, should be set by EPA and the states. Stacie commented that there is EPA and state participation on the subcommittee. It should not just be the PT Providers.)
 - o Nomenclature associated with PTs is an issue. (Stacie noted this was not a high priority on the call and Jeff and Susan agreed. Susan will check back with Jennifer at EPA to see what the idea behind this recommendation was.)
 - o Packaging. (Inconsistencies in how they are packaged and shipped. Jeff commented that there is too much information that would need to be collected and it is not feasible right now. Curtis did not feel this has direct impact on PT results, so this is a lower priority. Stacie also noted that she is not aware of any complaints from labs regarding packaging issues. Susan will check back with Jennifer at EPA to see what the idea behind this recommendation was.)
 - o Use of the same PT across different methods . (The committee felt this was outside of the scope of the subcommittee at this time. This subcommittee should not be judging methods.)
 - o Determining strains appropriate for use. (Specifying strains on the FoPT tables. Stacie asked if this was appropriate. The committee supported looking into doing this. Jeff noted that this particular issue has the committee looking at how different strains would work with a specific method.)
 - o Technical keys. (Determine acceptable analysis pathways. Carl noted that they used to be defined by 2 or 3 different technologies. Stacie asked Steve and Carl if the current technology keys are appropriate. Carl felt they were. Stacie noted that if this is a database issue, it is not a high priority.
 - o There is still a need for the PT Expert committee to evaluate the scoring used for less than values in microbiology PTs. (Parking Lot)

The Subcommittee's priorities were recommended be:

1. Determining preparation ranges for qualitative microbiology FoPTs. The subcommittee needs to involve PT Providers, labs, ABs and EPA.
2. Determining strains appropriate for use and include information on the FoPT tables. The strains selected should be able to work with the methods. Strains work equivalently across methods. Look at how strains perform. The subcommittee needs to work further to help the EC determine the issue here.

Susan and Stacie will take this information and write it up for formal approval. Susan will also check on the Nomenclature and Packaging issue before the scope is finalized. This will be discussed in Denver.

5) Review Committee Charter

Stacie distributed an edited version of the Charter. A few minor edits were suggested. See Attachment B. Stacie sent a final copy to the committee for voting.

Stacie asked the committee to look at the charter she sent. Curtis made a comment: Should it all be "shall" since there is a semicolon? The PTP EC shall:

A motion was made by Curtis to approve the charter sent by Stacie during the meeting with the change noted above. The motion was seconded by Susan and unanimously approved.

Ilona will forward the charter to the TNI Board in her monthly report.

6) Review of Complaint SOP

Section 5

5.1 to 5.3:

There were no comments.

5.4 to 5.5:

There were no comments.

5.6 to 5.7:

Need SOP reference inserted into 5.7. We have a voting SOP that needs to be updated.

5.8 to 5.9:

There were no comments.

Section 6

If the chair has a conflict, is it appropriate for them to appoint themselves.

Ilona noted that the PTP EC might want to look at a Vice Chair. Stacie thought this would be a good topic for the Denver meeting. The group was in agreement that a vice chair should be considered. This will be added to the SOP. Stacie will look to see if this affects any other areas of the SOP.

If the Vice Chair has a conflict of interest, another committee member will need to be selected.

6.3: Three is sufficient. Does the PTPA need to approve the appeal committee? Carl noted that they could be given the opportunity to express concerns about the make-up of the committee. Language from 5.2 should work. The SOP will need some renumbering to add this.

6.4: There were no comments.

The committee will continue to review the SOP in Denver.

7) Advocacy Paper

The position paper will be reviewed in Denver.

8) New Business

- None

9) Next Meeting

The next meeting of the PTP Executive Committee will be in Denver, January 14, 2013 at 1:30 MT.

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

The meeting was adjourned at 2:56pm EST. Motion – Curtis. Second – Susan Unanimously approved.

Attachment A

Participants

TNI

Proficiency Testing Program Executive Committee

Members	Affiliation	Contact Information
Stacie Metzler (2009) CHAIR Present	HRSD	757-460-4217 smetzler@hrsd.com
Ilona Taunton, Program Administrator Present	TNI	828-712-9242 tauntoni@msn.com
Eric Smith (2010) Absent	Independent	615-438-8260 eric.smith72@comcast.net
Justin Brown (2011) Absent	Environmental Monitoring and Technologies, Inc.	847-875-2271 jbrown@emt.com
Amy Doupe (2009) Absent	Lancaster Laboratories, Inc.	717-656-2300 x1812 aldoupe@lancasterlabs.com
Steve Gibson (2011) Present	Texas Comm. on Env. Quality	512-239-1518 jgibson@tceq.state.tx.us
Susan Butts (2012) Present	South Carolina DHEC	(803)896-0978 buttsse@dhec.sc.gov
Patrick Brumfield (2012) Present	Sigma-Aldrich RTC	(307) 721-5488 Pat.Brumfield@sial.com
Michella Karapondo (2011) Absent	USEPA	513-569-7141 karapondo.michella@epa.gov
Carl Kircher (2010) Present	Florida DOH	904-791-1574 carl_kircher@doh.state.fl.us
Nicole Cairns (2012) Present	NY State DOH	(518) 473-0323 nlc02@health.state.ny.us
Joe Pardue (2011) Absent	Pro2Serve, Inc.	423-337-3121 joe_pardue@charter.net
Dr. Andy Valkenburg (2011) Present	Energy Laboratories, Inc.	avalkenburg@energylab.com 406-869-6254
Curtis Wood (2010) Present (Came in at 1:18.)	Environmental Resource Associates	303-431-8454 cwood@eraqc.com

Attachment B

PTP Executive Committee Charter

- To ensure that an effective PT program exists to support any Accreditation Program of The NELAC Institute (TNI);

Receive and evaluate proficiency testing provider accreditor (PTPA) nominations from Accreditation Bodies (ABs)and self nominations from candidate PTPAs;
- Approve organizations that meet the requirements of the TNI Standards to be designated as a PTPA;
- Monitor all designated PTPA's on an on-going basis to ensure they are following the TNI standards;

Serve as a review board for applicable complaints regarding TNI PT Programs. Collect and review PT data for the purposes of creating and maintaining FoPT tables for various matrices and programs.

Provide an update on the PTP Executive Committee activities and PT program to the TNI Board of Directors during semi-annual TNI forums;

Implement all policies and procedures necessary for operation and continual improvement of all TNI PT Programs; and

Implement a process to periodically evaluate the effectiveness of the PT provider oversight program and the Fields of Proficiency Testing.

Attachment C
Action Items – TNI PT Executive Committee

	Action Item	Who	Expected Completion	Actual Completion
165	Follow-up on need for NEFAP EC approval of the FSMO FoPT Table.	Eric	Next Meeting	Ilona
168	Update FoPT Management SOP, distribute to EC and then distribute to NEFAP EC and NELAP AC for comment.	Eric	Next Meeting Senfd one more timr - DStacie	Received from NELAP AC. Need to follow-up with NEFAP.
185	Send updated DW table with Footnote 15 to NELAP AC for approval.	Stacie	4/1/12	
188	Review SOP 4-101 in preparation for review during the next conference call.	All	Oct/Nov	
195	Make contacts for Micro Subcommittee membership.	Stacie	10-18-12	Complete
196	Prepare final response to Complaint and forward to committee for approval.	Stacie	10-18-12	
197	Prepare updated letter regarding PTP Evaluation.	Ilona Stacie	12-7-12	
198	Find additional evaluator for ACLASS PTPA Evaluation.	Stacie Ilona	1/14/13	
199	Prepare Microbiology scope for approval.	Stacie Susan	1/14/13	
200				

Attachment D

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	
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 (11-15-12: Added to committee charter.)
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 (11-15-12: Added to committee charter.)
11	Evaluate how labs are accredited for analytes that co-elute.	5-19-11	
12			