

TNI PT Program Executive Committee Meeting Summary

December 21, 2017

1. Roll call and approval of minutes:

Chair, Maria Friedman, called the TNI PT Program Executive Committee (PTPEC) meeting to order by teleconference on December 21, 2017, at 1:02 pm Eastern. Attendance is recorded in Attachment A – there were 9 members present. Associate Members present: Craig Huff, Jason Poore (A2LA), Randy Querry, Carl Kircher, Andy Valkenburg, and Stacie Crandall,

Maria confirmed everyone received the agenda and supporting documents on December 18, 2017.

Maria reviewed the November minutes with the committee. It was noted there is a statement that appeared to come from Rachel Ellis of NJDEP, but it was actually from Carl. This was corrected.

Gil motioned to approve the November 30, 2017 minutes as amended above. Scott seconded the motion and it was unanimously approved.

2. Chair Update

- Susan and Nicole will be rotating off the committee after serving for 6 years. Carl Kircher and Andy Valkenberg are interested in joining the committee. Gil and Dixie would like to continue for another three-year term. Maria will send applications by email and ask for discussion and voting by email.

(Addition:

Matt made the motion to accept the applications for membership from both Carl Kircher and Andy Valkenburg as voting members of the PTPEC. The motion was seconded by Dixie.

Vote:

Jennifer Mullins - For (1/4/18)

Susan Jackson - For (1/4/18)

Dixie Marlin - For (1/4/18)

Matt Sica - For (1/5/18)

Eric Smith - For (1/4/18)

Gil Dichter - For (1/5/18)
Patrick Garrity - For (1/5/18)
Scott Haas - For (1/5/18)
Jennifer Duhon - For (1/5/18)
Michelle Karapondo - For (1/5/18)
Nicole Cairns - For (1/6/18)
Maria Friedman – For (1/10/18)
Fred Anderson - For (1/12/18)

The motion passed and Carl and Andy will be added to the Committee. On 1/16/18, Maria sent a request to the Chair of the TNI Board, Alfredo Sotomayor, to endorse the new members.)

- The complaint data is being worked on by ERA. Fred did not have this data. Maria will follow-up with the other PT Providers to pull the information needed by the complaint subcommittee.
- TNI Forum. Who will be there- Nicole, Fred, Maria, Dixie, Scott (still needs to confirm), Andy, Carl, Craig, Jason or Chris Gunning (for A2LA).

3. SOPs

Combined Evaluation SOP

Ilona reviewed the changes made to the SOP since the last meeting in November. Ilona and Maria noted that Appendix E was removed from the SOP and it will be developed as a guidance document instead of putting it in the SOP. An application will be submitted to the Policy Committee to prepare this guidance document. The subcommittee working on this guidance document includes: Paul Bergeron (NEFAP), Maria Friedman (PTPEC), Stacie Crandall (Associate PTPEC), and Ilona Taunton (Program Administrator).

There are still some minor formatting/editorial issues that will be taken care of when the SOP is finalized for posting. Any numbering issues will be taken care of at that time.

Nicole made a motion to approve the Combined Evaluation SOP (7-101-Rev 0) last sent to the committee on 12/19/17. Nicole motioned to accept the SOP. Dixie seconded the motion.

Roll Call Vote:

Nicole – For
Gil – For
Dixie – For
Scott – For
Matt – For

Eric – For
Jennifer M – For
Maria – For
Fred – For

The motion passed with a 2/3 vote. Nicole commented that an effective date of 1/1/18 would be appropriate for the SOP and there was agreement. Nicole made a motion to approve an effective date of 1/1/18 for the Combined Evaluation SOP (7-101 Rev 0). Fred seconded the motion and it was unanimously approved.

SOP 4-105 Rev 3

Maria distributed this SOP to the committee by email on 12-19-17. This SOP was sent to the Policy Committee for review and approval, but the Policy Committee requested that the committee update the SOP to include new language regarding abstentions. This version of the SOP includes these updates and the committee is requested to re-approve the SOP.

Fred made a motion to approve SOP 4-105 Rev 3 (Voting SOP) as sent on 12-19-17. The motion was seconded by Matt.

Roll Call Vote:

Nicole – For
Gil – For
Dixie – For
Scott – For
Matt – For
Eric – For
Jennifer M – For
Maria - For
Fred - For

The motion was approved and the SOP will be resent to the Policy Committee for final review.

4. Subcommittee Update

Chemistry FoPT Subcommittee – The subcommittee believes their work is currently complete. They are waiting for input from Keith McCroan and Bob Shannon to review before starting work on the Radiochemistry FoPT table update. Keith and Bob are requesting additional PT Provider data in order to use a proposed calculation for limit updates. The new calculated limits using the proposed calculation will be compared to the limit work already done by the Chemistry FoPT Subcommittee so the Subcommittee can decide if the new calculation procedure should be used for the Radiochemistry FoPT table update.

SOP Subcommittee – The committee met to continue work on SOP 4-101. They have found that they constantly have to go back and forth between 4-101 and 4-107. They would like to combine both of these SOPs using Maria's outline. They are looking for input. Stacie thought this would be good topic to add to the Albuquerque meeting agenda.

Ilona noted that the SOP Subcommittee needs to review the PTPEC Evaluation SOP and update it to include a reference to the new SOP approved above (SOP 7-101).

FoPT Table Format Subcommittee – The subcommittee is waiting for information from the WET Expert Committee. An update will be available at the Albuquerque meeting. They are currently preparing a document with directions on what changes need to be made to the FoPT tables based on LAMS. This will also be presented in Albuquerque.

Microbiology FoPT Subcommittee – Jennifer Best (Chair) is not available for a report.

5. New Business.

- Maria is working on the presentation for the New Mexico meeting and will send it out to everyone for review prior to the next meeting.

6. Action Items

The action items can be found in Attachment B. Updates are added as notes in the table.

7. Next Meeting

The next meeting will be on 1/18/18. Ilona will send out Webex invitations the morning of the meeting. The Annual Report will be reviewed.

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

Maria adjourned the meeting at 2:03pm Eastern. (Motion to adjourn – Gil Second – Scott. Unanimous.)

Attachment A

Participants

TNI

Proficiency Testing Program Executive Committee

Members	Rep	Affiliation	Contact Information
Maria Friedman (2020) 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) Present	Lab	ALS Environmental	904-394-4415 eric.smith@alsglobal.com
Susan Jackson (2018) Absent	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
Jennifer Duhon (2019*) Absent	Other	Millipore Sigma	307-3897218 jennifer.duhon@sial.com
Matt Sica (2020) Present	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*) Present	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
Fred Anderson (2020*) Present	Other	Advanced Analytical Solutions, LLC	Fred@advancedqc.com
Jennifer Mullins (2020*) Present	Lab	Upper Occoquan Service Authority	jennifer.mullins@uosa.org
Scott Haas (2020*) Present	FSMO	Environmental Testing, Inc.	405-401-7344 shaas@etilab.com

Attachment B

Action Items – TNI PT Executive Committee

	Action Item	Who	Date Added	Expected Completion	Actual Completion
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. 4/20/17: Ilona will look back in minutes to find the original issue and send to Maria.
295	Moved from Backburner: PTPA Evaluation Checklist needs to be updated prior to next round of evaluations. (Originally discussed 8/6/13)	Shawn Ilona		New Date: 3/31/18	In Progress (will use 2009 TNI Standards and current SSAS Standards)
349	Review LAMS/FoPT Table Differences document. Provide comments by email and next meeting.	ALL	4/20/17	4/25/17	In Progress WET is still being reviewed.
352	Moved from Backburner (originally discussed 2/20/14) : 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. Patrick commented that it would make sense to look at changes to pass/fail rates 6 months after new limits are	All	2/20/14	TBD (see #350) Add text from #350 here.	In Progress – Update of SOP 4-101

	Action Item	Who	Date Added	Expected Completion	Actual Completion
	effective. This possible addition to procedures should be evaluated when updating the limit acceptance SOP.				
353	Discuss possible procedural changes to how limits are updated. Maria talk to SOP Subcommittee. (Need to look at PT database implications.)	All		TBD	In Progress – Update of SOP 4-101
358	Send request to SOP subcommittee to consider what happens when ARA's are rescinded. There is no formal process.	Maria	6-29-17	7/19/17	Maria will resend to Gil and this item will be closed.
361	Analyte Code changes needed in LAMS. (TKN)	Maria Dan Hickman	7/20/17	9/30/17	Still need to look into TKN issue.
363	Discuss procedural change in how changes are made to LAMS. Consider notifying PTPEC before relevant changes are made and provide a summary of changes at some frequency.			1/31/17	Will talk to IT about getting this in an SOP. 12/21/17: Maria will follow-up on this.
368	Forward Jerry's question to Chemistry FoPT Subcommittee. (Analyte code change for the non-polar extractable materials.)	Maria	8/24/17	9/1/17	Maria will resend to Carl.
371	Follow-up on ARA footnote issue and report back to committee.	Maria Nicole	11/30/17	12/21/17	Complete
372	Send out PT/NEFAP Combined Evaluation SOP for final Review to committee.	Ilona	11/30/17	12/9/17	Complete

	Action Item	Who	Date Added	Expected Completion	Actual Completion
373	Carl will notify the PTPEC when Bob and Keith complete their comparison table to the Radiochemistry FoPT work the Chemistry FoPT Subcommittee has already prepared.	Carl	12-21-17	3-31-18	
374	Committee membership vote by email.	Maria	12/21/17	1/17/18	
375	Prepare Annual Report from PTPEC and distribute to Committee members for review and discussion at next meeting.	Maria	12/21/17	1/11/18	

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 2017	
18	Shawn noted that PTPEC should have some specific measurements. This should be passed along to the PTP SOP Subcommittee. Nicole noted that we need to determine which items to measure.	6-29-17	