

**TNI PT Program Executive Committee  
Meeting Summary**

**February 16, 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 February 16, 2017, at 1:02pm Eastern. Attendance is recorded in Attachment A – there were 6 members present. Associate Members: Carl Kircher, Fred Anderson, Joe Pardue, David Kilhefner, and Scott Haas. Andy Valkenburg joined the meeting a 1:45pm Eastern.

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

Maria reviewed the January 19, 2017 minutes with the committee. Nicole motioned to approve the January 19, 2017 minutes as written. Gil seconded the motion and the motion was unanimously approved.

Maria reviewed the January 24, 2017 minutes from Houston. Nicole motioned to approve the January 24, 2017 minutes as written. The motion was seconded by Patrick and unanimously approved.

2. Chair Update

- Rachel Ellis has been emailed that the ARA she submitted is being considered.

- DW FoPT Table has been approved by email vote. Maria will forward this to the NELAP AC for approval.

A vote was started in Houston to approve the DW FoPT Table Maria sent to the committee on 1/19/17. The vote was to be completed by email, but a full quorum vote could not be reached so Maria sent another copy of the table to the committee on February 8, 2017 and asked for a motion and second to start the vote. A motion was made by Gil to approve the DW FoPT Table with updated Footnote 1 distributed by Maria on February 8, 2017 (File: DWFOPT2017-v1.xls). The motion was seconded by Dixie Marlin.

Vote:

Gil Dichter – For (2-8-17)

Dixie Marlin – For (2-8-17)

Susan Jackson – For (2-8-17)

Matt Sica – For (2-8-17)

Nicole Cairns – For (2-9-17)

Patrick Garrity – For (2-9-17)  
Jennifer Duhon – For (2-9-17)  
Eric Smith – For (2-9-17)  
Michella – For (2-16-17)  
Maria – For (2-22-17)  
The motion passed.

- The TDS complaint response (Attachment D) was approved by email.

Email Vote:

A motion was made by Dixie on February 2, 2017 to accept the draft and make it the final response for the TDS issue, with the edits as noted from Eric, Dixie, and Maria (Attachment D).

A second was made by Nicole to approve the response.

Dixie – For (2/2/17)  
Nicole – For (2/2/17)  
Susan – For (2/2/17)  
Gil – For (2/2/17)  
Matt – For (2/2/17)  
Jennifer – For (2/2/17)  
Patrick – For (2/2/17)  
Eric – For (2/2/17)  
Maria – For (2/2/17)

The motion passed. Maria will forward the response to the complainant.  
*(Addition: Maria sent a response to the complainant on 2/24/17.)*

### 3. PTPEC Committee Chair Election

Maria is willing to continue as chair of the PTPEC. Maria asked if there were any nominations.

Nicole nominated Maria to continue to chair the PTPEC. The motion was seconded by Gil and unanimously approved.

### 4. Internal Audit Checklist

There were three items left as red in the checklist after the Houston meeting. Maria reviewed each red item and noted that the last task is to make sure the references are correct on the checklist. SOPs that have been updated may now have incorrect references in the checklist. Gil and his committee will do this by March 9, 2017.

Ilona clarified that all SOPs approved by the PTPEC are considered Provisional until reviewed by the Policy Committee and that Provisional SOPs are implementable.

The subcommittee only needs to review any SOPs that have changed since the checklist was originally prepared and make updates as needed to the checklist.

Maria has finished the update to SOP 4-105 and will send the final copy to Ilona to forward to the Policy Committee for finalization.

Maria will put a formal request together for the SOP committee to start looking at the FoPT update procedures. The PTPEC will continue to get feedback from the PTPAs and PT Providers.

#### 5. SOP – 4-105 – Voting Process

The wording was changed to note that votes are recorded in the meeting minutes. This was added to Section 6.3.4 and Section 7 instead of the specific language currently there.

Maria will still check with the Policy Committee on how to document SOP reviews where SOP updates

#### 6. New Membership

Maria had Scott Haas and Fred Anderson introduce themselves. Copies of their resumes were already distributed to the committee. Jennifer Mullins was unable to attend the meeting today, but she had attended some meetings last year.

Discussion and voting were tabled to the end of the meeting so Associate members and committee nominees could leave the call.

Candidates –  
Scott Haas – FSMO/Laboratory  
Jennifer Mullins – Laboratory  
Fred Anderson – Other (PT Provider)

The committee discussed the potential members and how they affect committee balance. Nicole motioned to add Scott Haas, Jennifer Mullins, and Fred Anderson to the committee. The motion was seconded by Gil. A roll call vote was taken at the end of the meeting and the vote will be completed by email.

Vote:  
Nicole – For  
Maria – For  
Patrick – For  
Michella – For  
*Gil – For (by email 2/16/17)*

*Dixie – For (by email 2/16/17)*  
*Jennifer Duhon - For (by email 2/16/17)*  
*Eric – For (by email 2/16/17)*  
*Susan – For (by email 2/16/17)*

Ilona will finish the vote by email.

*(Addition: The email vote was completed on 2/16/17 and the motion passed. Ilona forwarded the information the Chair of the TNI Board of Directors.)*

## 7. Charter

Maria reviewed the 2016 Charter and new charter procedure and prepared a DRAFT for the 2017 Charter. She reviewed the DRAFT using Webex and made changes as summarized in Attachment E.

Maria will send the DRAFT to committee members and ask for comments. The Charter will be voted on during the next committee call in March.

## 8. Subcommittee Report

### FoPT Format Subcommittee

Craig has an extension to March 31, 2017, so the committee will see the new tables in April for review. The subcommittee will submit all tables at one time.

### Chemistry FoPT Subcommittee

The subcommittee will start work again soon. Carl asked what the ARA matrix is – NPW and Solid Waste. Carl will provide info needed to start work on collecting data for this ARA to Maria.

### SOP Subcommittee

Stacie and Reggie will be added to the subcommittee.

### Microbiology FoPT Subcommittee

William is still working on making the data anonymous and then the committee will begin work. Jennifer will have EPA statisticians looking at the data.

## 9. New Business.

- Need to hold off on TNI Standard Volume 3 and 4 implementation. Need to send notification to the PT Providers and PTPAs. This also has impact on the PTP/NEFAP Workgroup.

## 10. Action Items

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

#185 – The footnote was updated and renumbered in the new table.

#214 – Ilona provided historical information and Maria will be looking into this with the intention to close this during the March meeting.

## 11. Next Meeting

The next PTPEC teleconference will be March 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 2:38 pm Eastern. (Motion: Nicole Second: Patrick Unanimously approved.)

## Attachment A

### Participants TNI

#### Proficiency Testing Program Executive Committee

Members	Rep	Affiliation	Contact Information
Maria Friedman (2017*) <b>Present</b>	AB	California Water Board	949-307-0949 <a href="mailto:Maria.Friedman@waterboards.ca.gov">Maria.Friedman@waterboards.ca.gov</a>
Ilona Taunton, Program Administrator <b>Present</b>		TNI	828-712-9242 <a href="mailto:tauntoni@msn.com">tauntoni@msn.com</a>
Eric Smith (2019) <b>Absent</b>	Lab	ALS Environmental	904-394-4415 <a href="mailto:eric.smith@alsglobal.com">eric.smith@alsglobal.com</a>
Susan Jackson (2018) <b>Present (until 1:30pm)</b>	AB	South Carolina DHEC	(803)896-0978 <a href="mailto:jacksosb@dhec.sc.gov">jacksosb@dhec.sc.gov</a>
Nicole Cairns (2018) <b>Present</b>	Lab	NY State DOH	(518) 473-0323 <a href="mailto:nicole.cairns@health.ny.gov">nicole.cairns@health.ny.gov</a>
Jennifer Duhon (2019*) <b>Absent</b>	Other	Millipore Sigma	<b>307-3897218</b> <a href="mailto:jennifer.duhon@sial.com">jennifer.duhon@sial.com</a>
Matt Sica (2017*) <b>Absent</b>	AB	ANAB, ANSI-ASQ National Accreditation Board	<a href="mailto:msica@anab.org">msica@anab.org</a>
Dixie Marlin (2018*) <b>Absent</b>	Other	Marlin Quality Management, LLC	513-309-3593 <a href="mailto:marlinquality@gmail.com">marlinquality@gmail.com</a>
Gil Dichter (2018*) <b>Present</b>	Other	IDEXX Water	207-556-4687 <a href="mailto:gil-dichter@idexx.com">gil-dichter@idexx.com</a>
Patrick Garrity (2019*) <b>Present</b>	AB	Kentucky DEP	502-319-4040 <a href="mailto:patrick.garrity@ky.gov">patrick.garrity@ky.gov</a>
Michella Karapondo (2019*) <b>Present</b>	Other	USEPA	<b>513-569-7141</b> <a href="mailto:karapondo.michella@epa.gov">karapondo.michella@epa.gov</a>

## Attachment B

### Action Items – TNI PT Executive Committee

	<b>Action Item</b>	<b>Who</b>	<b>Expected Completion</b>	<b>Actual Completion</b>
185	Send updated DW table with Footnote 15 to NELAP AC for approval.	Stacie  Maria	4/1/12	Complete
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.
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

	<b>Action Item</b>	<b>Who</b>	<b>Expected Completion</b>	<b>Actual Completion</b>
333	Lead FoPT table needs to be archived.			
335	Send ARA to NELAP AC for confirmation.	Maria	12/31/16	Complete
336	Notify Rachel that ARA has been accepted and send request to Carl regarding data needed.	Maria	2/15/17	Rachel has been notified.
337	Update Internal Audit Checklist for review at next meeting.	Ilona	2/15/17	Complete
338	Complete vote on DW FoPT table.	Maria	2/7/17	Complete
339	Send DW FoPT Table to NELAP AC.	Maria	3/15/17	
340	Send final copy of SOP 4-105 to Ilona for distribution to Policy Committee.	Maria	3/15/17	
341	Update Internal Audit Checklist with update SOP information.	Gill	3/9/17	
342	Send DRAFT Charter to committee for final comments.	Maria	2/23/17	
343	Notify PT Providers and PTPAs about delay of Volume 3 and 4 implementation.	Maria	TBD	



**Attachment C**

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

	<b>Item</b>	<b>Meeting Reference</b>	<b>Comments</b>
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: TDS Complaint Response

Dear XX,

First, please accept my apology on behalf of the TNI Proficiency Testing Program Executive Committee (PTPEC) for the delay of this reply. On 7-25-2014, you submitted a complaint to TNI regarding the acceptance criteria for Total Dissolved Solids (TDS) on the Non-Potable Water Fields of Proficiency Testing (FoPT) Table. The complaint was discussed at meetings of the PTPEC in 2014 and 2015, but sending a final response to you fell through the cracks amidst PTPEC's other efforts, and we regret the delay in responding to your submission.

Your complaint was evaluated according to the procedures defined in TNI SOP 4-102 Revision 1, *TNI PT Program Dispute Resolution Procedure*. As Chair of the PTPEC, I am writing to inform you of the outcome of that evaluation.

The acceptance limits that were established in 2013 for TDS were based on the latest available data and using appropriate statistical techniques as described in TNI SOP 4-101, *Calculation of Acceptance Limits for Chemical, Radiochemical, and Microbiological Components of Proficiency Tests*. Additionally, the PTPEC receives reports from the PT Provider Accreditors (PTPAs) at public meetings held semiannually at the Forum on Laboratory Accreditation, and unusually high failure rates for TDS have not been reported by the PT providers during those reviews. The PTPEC therefore has insufficient technical justification to adjust the acceptance criteria for TDS at this time.

Please note that all FoPT Tables are reviewed and re-evaluated periodically, according to the requirements of the TNI Standard. Should future PT data demonstrate a specific need to further review and revise TDS acceptance criteria, the PTPEC will not hesitate to reconsider this issue at that time.

Sincerely,

Maria Friedman  
PTPEC Chair  
e-mail: [gamfriedman@gmail.com](mailto:gamfriedman@gmail.com)  
[\(949\) 307-0949](tel:(949)307-0949) - cell phone

## Attachment E: Copy of DRAFT Charter worked on during call.

# Proficiency Testing Program Executive Committee

## 2017 Charter

### 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:

1. 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
2. A listing of PT Provider Accreditors (PTPAs) that are TNI approved
3. A listing of organizations that are recognized by TNI's approved PTPAs as competent to provide PT samples to laboratories

### Composition of the Committee

1. There are at least 5 and not more than 15 voting committee members
2. The voting membership of the committee must represent a balance of stakeholder groups
3. For purposes of balance, stakeholders are arranged into three groups:
  - o Lab or FSMO
  - o AB
  - o Other
4. There are no at-large members
5. Unlimited associate members are allowed

### Objectives

- Implement all policies and procedures necessary for the operation and continual improvement of a national PT Program – including FoPTs for various matrices and accreditation programs
  - **Success Measures:**
    - o PTPEC periodically evaluates the effectiveness of the PT Program and the FoPTs
    - o PTPEC continually evaluates and establishes success measures and goals to target opportunities for improvement
- Implement an oversight program that ensures PT Providers are competent to operate environmental PT programs
  - **Success Measures:**
    - o PTPA applications are received and evaluated
    - o PTPAs are approved that meet the requirements of the TNI Standards
- Ensure that FoPTs are appropriate for their intended use
  - **Success Measures:**
    - o PT data are collected and reviewed for the purpose of creating and maintaining FoPT tables for various matrices and programs

- Implement a process to periodically evaluate the effectiveness of the PT Provider oversight program and the FoPTs
  - **Success Measures:**
    - A well-trained team performs PTPA onsite evaluations that include reviews of PT summary data
    - PTPA evaluations are performed in a timely manner
    - Evaluation checklists are used that thoroughly cover every aspect of TNI's PTPA standards
    - Ad hoc evaluations are conducted, as necessary, when multiple complaints against any PTPA are received
  
- Develop a better process for getting data for setting PT acceptance limits and to handle complaints
  - **Success Measures:**
    - TNI has developed an electronic database where PT Providers can upload PT data without breach of confidential information
    - PTPEC has defined procedures on how PTPEC will notify PT Providers to upload PT data to TNI
    - TNI staff with access to TNI's database have signed a Confidentiality Agreement
  
- Provide periodic updates on the PTPEC activities and PT Program to the TNI Board of Directors
  - **Success Measures:**
    - The TNI Board of Directors receive updates on PTPEC activities

### **Decision Making**

- Decisions are made by vote according to the procedures contained in "PT Program Executive Committee Voting Process" (SOP 4-105)

### **Available Resources**

- TNI staff support is provided for the committee and two subcommittees
- Committee and Associate member volunteers, including volunteers for PTPA evaluations
- Freeconference.com service is used for conference calls
- Website support is provided by the TNI Webmaster
- TNI conferences and scheduling
- Travel expenses for PTPA assessments
- WebEx service and support for training and other purposes

### **Anticipated Meeting Schedule**

- Teleconferences: regular schedule of calls to be published on the TNI website
- Face-to-face meetings occur during semi-annual TNI conferences where audience participation is encouraged
- Special meetings are scheduled as needed to handle urgent business