

**TNI PT Executive Committee
Meeting Summary
(DRAFT)
February 17, 2011**

1) Roll call and approval of minutes:

Chairman Eric Smith called the TNI PT Executive Committee meeting to order on February 17, 2011, at 1 PM EST. Attendance is recorded in Attachment A – there were 11 Executive Committee members present on the call. Associate members Jeff Lowry (ERA), Randy Querry (A2LA), Maria Friedman (Chair of SSAS), Geneva Bowman (ACCLASS), Patrick Brumfield (RTC), Carrie Miller (EPA), and April Dupre were present.

The minutes from the January 20th and February 1st meetings were reviewed. A motion was made by Joe Pardue to approve the January 20th minutes. The motion was seconded by Gary Dechant and unanimously approved. There were some necessary amendments to the February 1st minutes mentioned by Eric - 1) Brenda needs to be marked as absent for the 2/1/11 meeting, 2) Action items 136, 144, 147, 152, and 155 should be marked as completed, and 3) Attachment B needs to be referenced. A motion was made by Joe Pardue to approve the February 1st minutes as amended. The motion was seconded by Curtis Wood and unanimously approved. The minutes will be posted on the TNI website.

2) Experimental Analytes

Eric referenced the following formal memo received on 2/8/11 from the NELAP Accreditation Council requesting that the committee remove the Experimental tables from the website -

Memorandum

To: Proficiency Testing Executive Committee

From: NELAP Accreditation Council

Regarding: Experimental FoPT Tables

The NELAP Accreditation Council requests that the PT Executive Committee (PT EC) remove the Experimental FoPT Tables from the TNI Website as soon as possible. The Accreditation Council understands that these FoPTs may not be appropriate for inclusion on the Accreditation FoPT Tables and the PT EC will determine the appropriateness of inclusion of any Experimental FoPTs to the new Accreditation FoPT Tables separately. It is the position of the Council that removal of these Experimental FoPT Tables will not negatively impact the NELAP accredited laboratories. This will effectively remove the NELAP requirement to perform experimental PTs. NOTE: Some

NELAP ABs and non-NELAP ABs have state-specific PT requirements that laboratories would still be required to meet.

Eric mentioned that based on this NELAP AC memo and previous open meeting discussions on this topic, the committee now needs to determine how to move forward with removing the experimental tables from the website.

A letter needs to be prepared to explain the elimination of the experimental tables. This needs to be posted on the TNI website for the TNI community. The letter will also be forwarded to PT Providers who will communicate this to their clients. The letter should include explanation and information on the transition. The tables should be removed as soon as possible. The goal is to have them removed by February 28, 2011.

Gary made a motion to remove the Experimental FoPT tables from the website as soon as a letter can be drafted and accepted by the TNI Executive Committee. The letter needs to be distributed to the PT Providers and posted on the TNI website. The motion was seconded by Brenda.

Discussion:

Both Gary and Brenda accepted a friendly amendment to their motion to also send the letter to the PTPAs.

Some analytes will be taken off the website and possibly be added back on when the final Accreditation FoPT tables are accepted and posted. The DRAFT FoPT tables are not affected by the DRAFT SOP being worked on to add new analytes to the Accreditation FoPT tables.

Is removal and retiring the tables a separate issue? Tables that are in effect are the ones that are posted. There is no formal retirement process.

The vote was unanimous except for one abstention from Carl (concerned that removal of the Experimental FoPT tables will not solve the PT issue).

Iлона will follow-up with Amy and Matt.

3) Update in Standard Language

Eric forwarded DRAFT language from the PT Expert Committee that is being considered in the update of the standard (sent 2/15/11).

Andy commented on WET – corrective action requires that it be sent to the PT provider.

Gary – Does the committee need to send the comments or can individuals submit comments? Eric would like to compile them into a single set of comments. Send comments by February 28th.

Regarding experimental analytes –

Curtis – We had a solution 2 years ago ... bring them on the tables – set study mean +/- 3 standard deviations. This shouldn't cause failure issues and it will give us data to set limits on the next PT. One set of tables – not another special table.

Gary – Agreed with Curtis. Giving the tables a new name doesn't work.

Curtis – The standard should not state how acceptance criteria is set or how analytes are added. The standard is for ABs, labs and PT Providers. Covering the other items is not appropriate. Eric noted that they asked him if it should be in the standard – they are not stating that it has to be there.

No one on the call felt this should be covered in the standard. Eric will wait for comments from the committee and he asked that the comments be copied to the entire committee.

4) PTPA Database

A special meeting for Executive Committee members to discuss the PTPA Database will be held on March 10th at 1pm EST.

Eric forwarded a summary document from the PTPA Database Subcommittee for discussion at this meeting.

5) Xylenes

The Chemistry FoPT Subcommittee forwarded a question about Xylenes. Should m+p and o – Xylenes be added to the accreditation table? Only Total is currently included. The committee asked if there is enough data to add them. Carl and Jeff both confirmed that there was enough data. This discussion will be continued on the March 17th call.

6) SSAS – Mutual Recognition Agreements Between PTPAs

Maria was present on the call with a question about Mutual Recognition Agreements (MRA). Maria wanted to know if the PTPA's have an MRA. EPA asked if the two PTPAs have an MRA that would affect how they perform their duties as a PTPA.

Randy noted that from the international perspective, the MRA in place does not include anything to do with PT samples at this time. It only covers labs, etc ..., but could develop further in time.

Eric proposed that the committee not recognize an MRA in respect to PTPA activities. Gary asked if there was a request to have an MRA and what the benefit would be. Maria

noted that the EPA was concerned about equivalency between the PTPAs – different checklists, etc ... The question about the MRA has stalled discussions between EPA and SSAS.

Both ABs have been found to meet ISO/IEC 17011 as per Volume 4 of the TNI standard. The equivalency is established by the PT Executive Committee. The PT Executive Committee oversees the assessment of both PTPAs to a common set of requirements. The program is defined and we evaluate the PTPAs against the program criteria.

The TNI standard Volume 4 (section 1.3.4) states that the PT Executive Committee has to approve an MRA before it can be utilized by a PTPA as applicable to TNI accreditations. To date the PT Executive Committee has not approved any MRAs.

Maria indicated that she had received enough information for now from the PT Executive Committee to proceed with her discussions with the EPA.

7) FoPT Table Management SOP

The DRAFT of this SOP needs to be ready for the summer session. This means a good DRAFT is needed by June.

The subcommittee needs to be expanded in order to finish up this DRAFT. Gary and Joe volunteered. Additional members are also welcome.

Eric will send a copy of the current DRAFT to the subcommittee members and plan a meeting by e-mail.

8) DRAFT Updates to the PTPA SOP

Eric will resend the SOP to committee members and this SOP will be discussed at the March meeting with a plan to finalize it.

9) Review Open Action Items

Updated in table.

10) New Business

- Naphthalene. Andy has other issues regarding limits that he would like to discuss. Metals limits are really tight. European requirements require digestion – ours don't. Eric will include this on the next agenda.

11) Next Meeting

The next meeting of the PT Executive Committee will be in March 17, 2011.

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

The meeting was adjourned at 2:34

EST. (Motion: Joe Second: Curtis Unanimously approved.)

Attachment A

Participants TNI Proficiency Testing Executive Committee

Members	Affiliation	Contact Information
Eric Smith, Chair (2010) Present	TestAmerica Laboratories, Inc.	615-726-0177 x1238 eric.smith@testamericainc.com
Ilona Taunton, Program Administrator Present	TNI	828-712-9242 tauntoni@msn.com
Justin Brown (2011) Present	Environmental Monitoring and Technologies, Inc.	847-875-2271 jbrown@emt.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 (2011) Present	Texas Comm. on Env. Quality	512-239-1518 jgibson@tceq.state.tx.us
Dr. Brenda McGrath (2011) Present	Qualityproof Consultants Limited	345-516-0425 bmg2607@gmail.com
Michella Karapondo (2011) Present	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	HRSD	757-460-4217 smetzler@hrsd.com
Matt Sica (2011) Absent	State of Maine	207-287-1929 matthew.sica@maine.gov
Joe Pardue (2011) Present	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	Environmental Resource Associates	303-431-8454 cwood@eraqc.com

Attachment B

Action Items – TNI PT Executive Committee

	Action Item	Who	Expected Completion	Actual Completion
136	Start work on the SOP to add analytes to Accreditation FoPT Tables.	Eric, Curtis, Stacie	Jan 2010	Complete
144	Prepare response to Kirstin and distribute to committee for comment.	Eric	12/16/10	Complete
147	Invite candidates to be members of the Committee and forward acceptance to TNI Board for approval.	Eric Ilona	1/30/11	Complete
149	Update the FoPT tables to delete any analytes that do not meet the 2003 NELAC requirements.	Eric, Jeff	1/30/11	In progress.
151	Follow-up on PTPA SOP with Policy Committee.	Ilona	1/20/11	Will have group review the new one that is being workd on instead. Remove from Action Items.
152	Forward A2LA PTPA recommendation to the TNI Board.	Eric	1/29/11	Complete
153	Receive updated DW FoPT table from Jeff and forward with the cover letter to the NELAP AC.	Eric	1/29/11	Complete
154	Draft response to GRO question.	Eric	1/29/11	Complete
155	Prepare update on WET FoPT Subcommittee for Eric to present in Savannah.	RaeAnn	1/29/11	Complete
156	Draft letter to explain reasoning and transition for removal of the experimental tables. Forward to PT Executive Committee members.	Eric	2/28/11	
157	Forward final letter regarding removal of experimental tables from the website to the PTPAs, PT Providers	Eric	TBD - based on completion of the letter.	

	Action Item	Who	Expected Completion	Actual Completion
	and TNI website. Ask PT providers to forward to clients.			
158	Get discussion notes from Eric and add to Ilona's notes to forward to Matt and Amy regarding the removal of the Experimental FoPT tables. They were not present on the call, but the vote did pass.	Ilona		
159	Provide comments on proposed Standard language changes forwarded by Eric. Eric will compile comments and forward them to PT Expert Committee.	All	2/28/11	
160	Send DRAFT FOPT Table Management SOP to the Subcommittee working on this task.	Eric	2/28/11	

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	
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