

## **TNI PT Program Executive Committee Meeting Summary**

**February 22, 2018**

### 1. Roll call, approval of minutes and overview:

Chair, Maria Friedman, called the TNI PT Program Executive Committee (PTPEC) meeting to order by teleconference on February 22, 2018, at 1 pm Eastern. Attendance is recorded in Attachment A – there were 10 members present. Associate members present: Justin, Susan, Nicole, Jason Poore, Craig Huff, Jenifer Best, Andy Lincoff (EPA), and Stacie Crandall.

The meeting minutes from the January 18<sup>th</sup> meeting were reviewed. A motion was made by Eric to approve the minutes with a correction in the meeting date from “January 18, 2017” to “January 18, 2018.” The motion was seconded by Gil and unanimously approved.

The meeting minutes from the January 23<sup>rd</sup> meeting were reviewed. A motion was made by Gil to approve the minutes with a correction in the meeting date from “January 23, 2017” to “January 23, 2018.” The motion was seconded by Jennifer Duhon and unanimously approved.

Maria confirmed that everyone received the agenda and handouts she sent on February 21, 2018.

### 2. Chair update

- The request for additional radiochemistry data has been sent to the PT Providers. This data will be used for the comparison of data to determine the best procedure for determining criteria for Radiochemistry FoPT tables. They have 30 days to provide the data. William will receive the data and mask it before he sends it to Bob Shannon and Keith McCroan.
- Ilona briefly reviewed possible changes to the Combined Evaluation SOP that were sent by email. The additions were in red and change log notes are included in the notes. Maria will send an email out to the committee to provide comments by Wednesday so Ilona can provide a DRAFT for the Policy meeting next Friday. This is not final language, but feedback at this point would be very helpful.

### 3. FoPT Table Updates

Maria sent out all the FoPT tables on 2/21/18 with the logo, color coding and change logs as discussed during our last meeting. Each file has an additional tab which can be clicked on to find the change log for the table.

Maria reviewed each table and the changes made. Gil asked if the change log should include the effective date. She commented that the first column in the change log is for the effective date. Gil would also like the change log to be ongoing. It is a history of the table and he does think the previous entry should be deleted when a new update is made. Eric agreed that the change log should be ongoing or it should be kept for some designated time period.

Andy commented that we know we are about to update all these tables with CAS numbers and the other formatting changes for analyte and method codes, so is it appropriate to send out this interim update? Maria noted that the PTPEC previously decided that current updates to the Tables will be forwarded to the NELAP AC for approval even before the CAS numbers and other formatting changes are made. We are not sure how long the discussions and PTPEC approval on that matter would take. The current updates to the Tables are needed now. Eric agrees the changes we have today should be made now and then there will be another update when the new table format is ready for publication.

Maria reviewed the formatting changes to color coding, logo and the change log entries. The changes log entries included the major changes to the tables:

Drinking Water:

Change Log: Footnote 13b changed to clarify that "Cyanide" includes all forms of Cyanide.

Non-Potable Water:

Change Log: Footnote 2 changed to clarify that PCBs are collectively one FoPT, and since only one Aroclor is spiked, acceptable results should be based on the correct identification and quantitation of the PCB that was spiked.

SCM:

Footnote 2 changed to clarify that PCBs are collectively one FoPT, and since only one Aroclor is spiked, acceptable results should be based on the correct identification and quantitation of the PCB that was spiked.

Eric noted that he does not think the reasons for the changes need to be included in the change log. Stacie agreed with this. The meeting minutes would reflect why changes are made.

Maria will update the footnotes above to only include the changes and not the changes and reasons for the change.

Eric made a motion to approve the DW FoPT (Draft 2/19/2018), NPW FoPT (Draft 2/19/18) and SCM FoPT (Draft 2/19/18) as sent by email on 2/21/18 with the edited change log to only include change made and not reason. The motion was seconded by Gil. The motion was unanimously approved by roll call vote. Maria will send the tables to the NELAP AC.

Roll Call Vote: For – Maria, Eric, Andy, Jennifer Duhon, Gil, Patrick, Michella, Fred, Jennifer Mullins, Scott. None Against. No Abstentions.

#### 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 decide how the Radiochemistry FoPT table update will be handled. This is expected in April.

SOP Subcommittee – Gil noted that the committee met on 2/8/18, but they did not have enough members present for decisions. They compared the committee evaluation SOP to the new Combined Evaluation SOP. They are recommending that SOP 4-104 (PTPEC Evaluation SOP) be retired. He has sent this recommendation to the all the committee members by email for confirmation and he is waiting for any additional input before he sends a formal proposal to the PTPEC.

FoPT Table Format Subcommittee – Craig sent out an example table that was forwarded by Maria on 2/22/18. There is no formal recommendation yet because the subcommittee has not yet had a chance to discuss this document at a meeting. The table sent out includes a change log so everyone can see what are the changes based on the line-up to LAMS.

Ilona noted that there was previous conversation that the FoPT tables are more current with regards to naming conventions and asked if there is any plan to request updates to the LAMS table if needed.

Craig has assumed LAMS is the master database. He has some personal concerns whether this is correct or not. When the changes are looked at, the subcommittee may recommend some changes in LAMS. If Craig has recommendations, they can be posed to the IT Committee.

Eric noted that there are some changes that he likes, but some are clunky. PTPEC should take a look at these and ask for the IT Committee to consider changing LAMS to line things up. There are some where the name is reversed compared to what is used in the lab community.

Eric thinks the change log is well done.

Craig got a response from Rami (Chair, WETT Expert Committee) yesterday. He sent him the WETT FoPT table with changes discussed in Albuquerque. Dan Hickman pulled the analyte codes. There is still some discussion that needs to happen. Rami and Craig are working on this each week to continue to iron out the issues.

Microbiology FoPT Subcommittee – Jennifer Best (Chair) provided a report. The committee met last Wednesday and reviewed the data received from the EPA statisticians. The data supports the change requested by the ARA. The committee will review the minutes of the meeting before the committee moves forward.

The subcommittee should be giving a recommendation to the PTPEC next month.

5. New Business.

- None.

6. Action Items

The action items can be found in Attachment B. The action items were reviewed during the meeting and updates have been placed into the table.

7. Next Meeting

The next meeting will be on 3/15/18 at 11am Eastern by teleconference. Note change in time.

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

Maria adjourned the meeting at 2:16 Eastern. (Motion: Scott Second: Fred Unanimously approved.)

## Attachment A

### Participants

#### TNI

#### Proficiency Testing Program Executive Committee

<b>Members</b>	<b>Rep</b>	<b>Affiliation</b>	<b>Contact Information</b>
Maria Friedman (2020) <b>Present</b>	AB	California Water Board	<a href="mailto:Maria.Friedman@waterboards.ca.gov">Maria.Friedman@waterboards.ca.gov</a>
Ilona Taunton, Program Administrator <b>Present</b>		TNI	<a href="mailto:tauntoni@msn.com">tauntoni@msn.com</a>
Eric Smith (2019) <b>Present</b>	Lab	ALS Environmental	<a href="mailto:eric.smith@alsglobal.com">eric.smith@alsglobal.com</a>
Carl Kircher (2021*) <b>Absent</b>	AB	Florida Department of Health	<a href="mailto:Carl.Kircher@flhealth.gov">Carl.Kircher@flhealth.gov</a>
Andy Valkenburg (2021*) <b>Present</b>	LAB	Energy Laboratories	<a href="mailto:avalkenburg@energylab.com">avalkenburg@energylab.com</a>
Jennifer Duhon (2019*) <b>Present</b>	Other	Millipore Sigma	<a href="mailto:jennifer.duhon@sial.com">jennifer.duhon@sial.com</a>
Matt Sica (2020) <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	<a href="mailto:marlinquality@gmail.com">marlinquality@gmail.com</a>
Gil Dichter (2018*) <b>Present</b>	Other	IDEXX Water	<a href="mailto:gil-dichter@idexx.com">gil-dichter@idexx.com</a>
Patrick Garrity (2019*) <b>Present</b>	AB	Kentucky DEP	<a href="mailto:patrick.garrity@ky.gov">patrick.garrity@ky.gov</a>
Michella Karapondo (2019*) <b>Present</b>	Other	USEPA	<a href="mailto:karapondo.michella@epa.gov">karapondo.michella@epa.gov</a>
Fred Anderson (2020*) <b>Present</b>	Other	Advanced Analytical Solutions, LLC	<a href="mailto:Fred@advancedqc.com">Fred@advancedqc.com</a>
Jennifer Mullins (2020*) <b>Present</b>	Lab	Upper Occoquan Service Authority	<a href="mailto:jennifer.mullins@uosa.org">jennifer.mullins@uosa.org</a>
Scott Haas (2020*) <b>Present</b>	FSMO	Environmental Testing, Inc.	<a href="mailto:shaas@etilab.com">shaas@etilab.com</a>

## Attachment B

### Action Items – TNI PT Executive Committee

	<b>Action Item</b>	<b>Who</b>	<b>Date Added</b>	<b>Expected Completion</b>	<b>Actual Completion</b>
257	Email to SOP Subcommittee regarding clarification on how limit updates due to issues should be addressed.	Maria		12/12/14	<p>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. 2/22/18: Maria believes this has been sent to the committee and this action items should be closed. Gil agrees. He has what the subcommittee needs. They are using the outline.</p>
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  2/28/18 – For WETT? June 2018 for all tables.	In Progress WETT is still being reviewed. Update 1/23/18: Subcommittee expects to

	<b>Action Item</b>	<b>Who</b>	<b>Date Added</b>	<b>Expected Completion</b>	<b>Actual Completion</b>
					have updated FoPT tables with CAS #'s and LAMS changes by 3/15/18. 2/22/18: Still in progress.
352	<p>Moved from 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>	All	2/20/14	<p>TBD (see #350)</p> <p><i>350: Prepare formal request to SOP Subcommittee regarding updating FoPT tables and applicable backburner items just moved to the Action Items table (#352, 353)</i></p>	In Progress – Update of SOP 4-101
353	<p>Discuss possible procedural changes to how limits are updated. Maria talk to SOP Subcommittee. (Need to look at PT database implications.)</p>	All		TBD	In Progress – Update of SOP 4-101
358	<p>Send request to SOP subcommittee to consider what happens when ARA's are rescinded. There is no formal process.</p>	Maria	6-29-17	7/19/17	Maria will resend to Gil and this item will be closed.
361	Analyte Code changes	Maria	7/20/17	9/30/17	Still need to

	<b>Action Item</b>	<b>Who</b>	<b>Date Added</b>	<b>Expected Completion</b>	<b>Actual Completion</b>
	needed in LAMS. (TKN)	Dan Hickman			look into TKN issue. 2/22/18 – Maria will confirm.
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.
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	
376	Add logo to FoPT tables if it is missing.	Maria	1/18/18	TBD	Complete
377	Update NPW and SCM table with formatting agreements discussed 1/18/18. Send to NELAP AC.	Maria	1/18/18	TBD	2/22/18: Maria will send to NELAP AC
378	Send notes on SOP 4-104 to the PTP SOP Subcommittee.	Maria	1/23/18	2/1/18	Complete
379	Send approved FoPT Tables to NELAP AC for approval.	Maria	2/22/18	3/1/18	
380	Provide comment on possible language addition to the Combined Evaluation SOP.	All	2/22/18	2/28/18	



	<b>Action Item</b>	<b>Who</b>	<b>Date Added</b>	<b>Expected Completion</b>	<b>Actual Completion</b>

**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 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	