

TNI PT Program Executive Committee Meeting Summary

April 16, 2020

1. Roll call, approval of minutes and overview:

Chair, Shawn Kassner, called the TNI PT Program Executive Committee (PTPEC) meeting to order at 1pm Eastern on April 16, 2020 by teleconference. Attendance is recorded in Attachment A – there were 8 members present. Associate Members and guests present: Nicole Cairns, Maria Friedman, Sennett Kim, Prasanth Ramakrishnan, Susan Jackson, Eric Smith, Mike Blades, Stacie Crandall, and Tim Miller.

The March meeting minutes were distributed by email for review.

A motion was made by Michella to accept the March 26, 2020 minutes as written with a change to Andy's contact information. The motion was seconded by Carl and there was no further discussion. The motion was unanimously approved.

2. Chair Update

- Emails were sent to the PT Providers concerning the update of the FoPT tables related to the new footnote additions from the Degradation Subcommittee. He's heard back from two out of six.
- Shawn setup a meeting with Rami Naddy (Chair, WET Chemistry Expert Committee) to get a status update next week.
- Matt Sica has left ANAB and is no longer working in the environmental industry. He will reach out to Doug Leonard at ANAB and find out who Matt's replacement is.
- Shawn followed up with A2LA and Neptune to get the information he needed to determine if the reporting issue is still a problem between PT Providers. The information is no longer available so he will need to contact the PT Providers directly.
- Shawn will be working on the Action Table with Maria and Ilona to update the table.

3. SCM FoPT Table Update

Shawn sent the updated SCM FoPT table to the committee by email with the meeting agenda and he pulled it up on Webex for discussion. This table has not been reviewed since the FoPT Table Update Subcommittee added the CAS numbers and tried to line up nomenclature with LAMS, so this will be looked at today in addition to the footnotes recommended by the Degradation Subcommittee.

Discussion:

Added TNK in parentheses and added color coding too.

Added color coding to the footnotes added from the Degradation Subcommittee.

Shawn will clean-up the tables and finalize them for posting. He will also confirm an October 1, 2020 effective date with the PT Providers and send the table to the NELAP AC for comment.

A motion was made by Carl to approve the SCM FoPT table sent by email on 4-15-20 with the additions noted above. The table will have an effective date of 10/1/20. The motion was seconded by Andy and there was no further discussion.

Roll Call Vote:

Shawn – For

Dixie – For

Carl – For

Andy – For

Patrick – For

Michella – For

Jennifer Bordwell – For

The vote will need to be completed by email or at the next meeting. Shawn will distribute the voting material to the missing committee members.

4. NPW FoPT Table Update

Shawn sent the updated Non-Potable Water FoPT table to the committee by email with the meeting agenda and he pulled it up on Webex for discussion. The Committee looked at the addition of the footnotes recommended by the Degradation Subcommittee.

Carl made a motion to accept the NPW FoPT table sent on 4-15-20 with an effective date of October 1, 2020. The motion was seconded by Fred.

Discussion:

Eric noted that there are CAS number fields that are empty. Shawn added N/A to Ammonia, Silica and Kjeldahl Nitrogen (TKN). Carl amended his motion to add these additional changes and Fred accepted the amendment also.

Roll Call Vote:

Shawn – For

Dixie – For

Carl – For

Andy – For

Patrick – For
Michella – For
Jennifer Bordwell – For
Fred – For

The motion was approved and the NPW FoPT table has been finalized.

Nicole noted that SOP 4-107 needs to be updated. The Committee does not need NELAP AC's approval before determining an effective date. Ilona will pull this SOP from the Policy Committee Agenda for Friday.

5. Analyte Request Application (ARA) for PCB Aroclor Identification

Shawn commented that the Committee needs more information from the NELAP AC and they need to sit down to consider Eric's concern. He would like to collect this information from the states using a survey.

The results of the survey will help the Committee determine an appropriate solution to the ARA. He's not sure it can be covered by a footnote and it may need a Standard Change. This is an accreditation issue but might be better solved with a change to the Standard.

Plan: Send survey to each TNI state to see what they are doing. Need to know how they are handling it. The PT Expert Committee will need the same information if they need to make a Standard change. Eric asked if that means non-NELAP states as well. Shawn will try to do that too. He will send to NGABs too. There were some ideas reviewed for how NGABs handle this, but the committee will wait to hear back from the NGABs.

Shawn will work on the survey with Eric and then forward it to the Committee for consideration.

6. New Business.

Ilona noted that the NEFAP Executive Committee is finalizing a new procedure for dealing with Appeals and Disputes related to the new Combined AB/PTPA Evaluation procedure. She will forward the final SOP to Shawn and Eric so the PTPEC can consider whether they would like to change their procedures too. Shawn commented that it would be better to have similar procedures to make it easier on the ABs/PTPAs.

7. Action Items

The action items can be found in Attachment B.

8. Next Meeting

The next meeting will be by teleconference on May 21, 2020 at 1pm Eastern. Shawn expects to work on PCB surveys.

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

There was a problem with the sound on FreeConference and the meeting was adjourned at 2:30pm Eastern. (Motion: Fred. Second: Carl. Unanimous)

**Attachment A
Participants
TNI**

Proficiency Testing Program Executive Committee

Members	Rep	Affiliation	Contact Information
Shawn Kassner (2023*) (Chair) Present	Lab	Pace	shawn.kassner@pacelabs.com
Dixie Marlin (2021) (Vice-Chair) Present	Other	Marlin Quality Management, LLC	marlinquality@gmail.com
Ilona Taunton, Program Administrator Present		TNI	tauntoni@msn.com
Carl Kircher (2021*) Present	AB	Florida Department of Health	Carl.Kircher@flhealth.gov
Andy Valkenburg (2021*) Present	Other	QASE Inc.	cvalkenbur@aol.com
Jennifer Duhon (2022) Absent	Other	Millipore Sigma	jennifer.duhon@sial.com
Patrick Garrity (2022) Present	AB	Kentucky DEP	patrick.garrity@ky.gov
Michella Karapondo (2022) Present	Other	USEPA	karapondo.michella@epa.gov
Fred Anderson (2020*) Present, added at 1:50pm	Other	Advanced Analytical Solutions, LLC	Fred@advancedqc.com
Jennifer Bordwell (2020*) Present	Lab	Upper Occoquan Service Authority	jennifer.bordwell@uosa.org
Scott Haas (2020*) Absent	FSMO	Environmental Testing, Inc.	shaas@etilab.com
Rachel Ellis (2022*) Absent	AB	New Jersey DEP	rachel.ellis@dep.nj.gov

Attachment B

Action Items – TNI PT Executive Committee

	Action Item	Who	Date Added	Expected Completion	Comments/Actual Completion
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: 5/31/19	In Progress (will use 2016 TNI Standards and current SSAS Standards)
349	Review LAMS/FoPT Table Differences document. Provide comments by email and next meeting. Follow-up on subcommittee reports from WET and the FoPT Table Format Subcommittee.	ALL	4/20/17	4/25/17 2/28/18 – For WET? June 2018 for all tables. New target date: 4/30/19	In Progress WET is still being reviewed. Update 1/23/18: Subcommittee expects to have updated FoPT tables with CAS #'s and LAMS changes by 3/15/18. 2/22/19: Still in progress. 6/21/18: Still working with Rami. 3/21/19: Stacie asked if the group should be working on this while ELAB is working through this. 2/20/20-ONGOING - Waiting for WET.
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	All	2/20/14	TBD (see #350) <i>350: Prepare formal request to SOP Subcommittee</i>	In Progress – Update of SOP 4-101 6/21/18: Gil noted that this SOP will be worked on again at the next

	Action Item	Who	Date Added	Expected Completion	Comments/Actual Completion
	<p>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>			<i>regarding updating FoPT tables and applicable backburner items just moved to the Action Items table (#352, 353)</i>	meeting. An expected completion date will be given at July meeting.
361	Analyte Code changes needed in LAMS. (TKN)	Maria Dan Hickman	7/20/17	9/30/17	Still need to look into TKN issue. 2/22/18 – Maria will confirm. 10/18/18: Maria still needs to confirm. She just got something. 2/20/20 – Maria will report next meeting.
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. 3/20/18: Maria will check this week. 6/21/18 – still being worked on. 2/28/19 – Maria will follow-up. 2/20/19 – Maria will take care of.

	Action Item	Who	Date Added	Expected Completion	Comments/Actual Completion
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. 6/21/18 – Maria will send to Ilona. 10/18/18: Maria will send Dan's new info. 11/15/18 – Ilona received the info and needs to review it. (April PTPEC meeting.) 2/20/20- Maria working with Dan Hickman on this.
384	Meet with Dan Hickman to get Analyte Codes and then prepare final DRAFT of Micro DW and WW tables. Send to Jennifer for review.	Maria	4/19/18	5/15/18	MTF version of the analytes have been added to the NPW and DW tables.
389	Present recommended LAMS updates to Dan Hickman.	Maria	5/17/18	5/20/18	FoPT format subcommittee provided recommendations. In Progress. Maria sent him tables this month (2/20/20)
400	Follow-up on subcommittee reports from WET and the FoPT Table Format Subcommittee.	Maria	11/15/18	12/18/18	In Progress – combined with 349.
422	Send Isomer ARA data to Carl so Chem FoPT Subcommittee can begin work on this.	Maria	6/20/19	7/17/19	2/20/20 -Pending Needs to still be sent to Subcommittee.
430	Review FoPT Table Titles and website headers to be consistent.	TBD	10/31/19	TBD	2/20/20 - Pending

	Action Item	Who	Date Added	Expected Completion	Comments/Actual Completion
431	Discuss with IT Committee the need for LAMS updates to be communicated to the PTPEC.	Maria	10/31/19	11/20/19	2/20/20 – Maria will talk to Dan Hickman.
432	DW FoPT Table – Lines 17-26 need to be reviewed with LAMS Administrator. PTPEC is going to use what was originally in the table instead of what is currently in LAMS.	Maria	10/31/19	11/20/19	2/20/20 – Pending. Maria will talk to Dan.
433	Send final version of SOPs 4-102, 4-105, 4-107 and 4-108 to Ilona for finalization and distribution to the Policy Committee.	Maria	1/23/20	2/19/20	2/20/20 – Maria will still do this.
434	Prepare final voting copy of DW and NPW FoPT tables and send to Committee for email vote.	Maria	1/23/20	2/19/20	N/A – Did at February meeting instead.
435	Contact PT Providers about new footnote from Degradation Subcommittee. Timing needed for implementation?	Shawn	3/26/20	4/15/20	

	Action Item	Who	Date Added	Expected Completion	Comments/Actual Completion
436	Update SCM and NPW FoPT tables to include new footnote from Degradation Subcommittee. Note: New SCM table format will need to be reviewed by the Committee when the additional footnote is added.	Shawn	3/26/20	4/15/20	
437	Reach out to Sennet Kim and ANAB to confirm there is still an issue related to SCM FoPT table metals footnotes for fixed limits.	Shawn	3/26/20	4/15/20	
438	Reach out to NELAP AC to see if any additional progress has been made in dealing the PCB ARA.	Shawn	3/26/20	4/15/20	
439	Send committee applications to PTPEC Voting Members for review.	Shawn	3/26/20	4/15/20	

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 reviewed/updated in November.	Ongoing	
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	