

TNI PT Program Executive Committee Meeting Summary

July 19, 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 July 19, 2018, at 1:02pm Eastern. Attendance is recorded in Attachment A – there were 7 members present. Associate members present: Nicole Cairns, Craig Huff, Jason Poore, Stacie Crandall, and Reggie Morgan.

The meeting minutes from the June meeting were reviewed. A motion was made by Fred to approve the June 21, 2018 minutes as written. The motion was seconded by Jennifer Duhon. The members on the call voted (For – 6, Against – 0, Abstain – 0) and the vote will be completed by email.

(Addition: The following votes were received:

Dixie – For (8/3/18)

Eric – For (8/6/18)

Scott – For (8/7/18)

The motioned passed and the minutes have been approved.)

Maria confirmed that everyone received the agenda and handouts she sent on July 16, 2018. Ilona also sent an update to the combined evaluation SOP (SOP 7-101) with the NEFAP EC comments prepared yesterday.

2. Update

Maria sent the ARA letter to Rachel Ellis from New Jersey letting her know that the ARA she submitted cannot be addressed at this time. She summarized the work done on the ARA and noted that the PT Expert Committee will take her request into consideration when the Standard is updated.

Maria does not have an update from Dan Hickman on the request for analyte codes. The IT Committee will be meeting and Maria will provide an update next month.

SOP 4-102 could not be forwarded to the Policy Committee. Ilona noticed a reference to an obsolete SOP that needs to be corrected. The SOP went back to the PTPEC SOP Subcommittee. SOP 4-104 (PTPEC Evaluation SOP) was the obsolete SOP referenced.

There will be a regular meeting in New Orleans. Those planning to be in attendance: Fred, Jennifer Duhon, Maria, Patrick, Michella, Jennifer Best, Matt, Andy, Nicole (still tentative), Stacie, and Craig (will be late).

3. SOP 7-101 – Combined PTP/NEFAP Evaluation SOP

Ilona reviewed what was sent out to the committee on Monday for consideration today. She also noted that the NEFAP EC reviewed the information and had three items they wanted updated in the SOP prior to their approval. These updates were made and an updated version of the SOP highlighting these updates was sent this morning to facilitate today's review. The only difference between what was sent last Monday and what was sent this morning are these three changes.

Stacie shared the SOP with the committee on Webex and reviewed the changes made (track changes was turned on when the SOP was updated). The Policy Committee sent a letter with recommended changes to the SOP and the changes made to the SOP address these requests. Maria forwarded the request from the Policy Committee on Monday with Stacie and Ilona's notes of how the requested changes were addressed.

Ilona reminded the committee that one of the major changes to the SOP was the inclusion of the recognition process. Originally each program was going to have their own SOP with the details of the recognition portion, but when both NEFAP and PTP decided to use the same recognition committee as part of the process, it was decided to eliminate the program specific SOPs and put the entire recognition process in the combined SOP.

Stacie updated the SOP on screen as she reviewed the SOP with the committee. These updates will be sent to the NEFAP EC for final review and then the SOP will be ready for final voting. The PTPEC changes were highlighted in green and the NEFAP EC changes were highlighted in yellow.

The PTPEC changes are both editorial and substantive. The substantive changes include:

- Delete 5.5.1.9.3.
- Section 6.2.2.2.2: Make it clear that if a renewal is not submitted, a new application will be needed.
- Section 6.6.3: Clean up language to make it clear the witness/observations are part of the evaluation.

Once the SOP is approved by both committees, it will be sent back to the Policy Committee for final review.

4. Subcommittee Reports

Chemistry FoPT Subcommittee – Ilona requested an update from Bob Shannon and Keith McCroan. Bob will be providing an update that will be shared at the next meeting. They

are hoping to meet this next week. There has been a first pass on the data, but issues were seen that are being worked out.

SOP Subcommittee – The subcommittee will be meeting tomorrow. SOP 4-101 and 4-102 are being looked at.

FoPT Table Format Subcommittee – Craig met with Rami to finish up the WET tables. It is a complicated issue. Craig has been contacting NELAP ABs to see how they use LAMS. He has talked to two ABs and they are not keying in TNI analyte codes. The DRAFT WET FoPT table Craig submitted to Rami looks like it will work. Craig is now putting together a description of the DRAFT table for the subcommittee to review before it is submitted to the PTPTEC. He hopes a lot of this will be wrapped up by the New Orleans's meeting. LAMS should not have to make any extensive changes.

Microbiology FoPT Subcommittee – No new update.

5. New Business.

- None.

6. Action Items

The action items can be found in Attachment B. The action items will be reviewed at the next meeting.

7. Next Meeting

The next meeting will be on 8/6/18 in New Orleans and on 8/16/18 by teleconference at 1pm Eastern.

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

Maria adjourned the meeting at 2:39pm Eastern. (Motion: Andy Second: Fred Unanimously approved.)

Attachment A

Participants

TNI

Proficiency Testing Program Executive Committee

Members	Rep	Affiliation	Contact Information
Maria Friedman (2020) (Chair) Present	AB	California Water Board	Maria.Friedman@waterboards.ca.gov
Dixie Marlin (2018*) (Vice-Chair) Absent	Other	Marlin Quality Management, LLC	marlinquality@gmail.com
Ilona Taunton, Program Administrator Present		TNI	tauntoni@msn.com
Eric Smith (2019) Absent	Lab	ALS Environmental	eric.smith@alsglobal.com
Carl Kircher (2021*) Present: Added 2:10	AB	Florida Department of Health	Carl.Kircher@flhealth.gov
Andy Valkenburg (2021*) Present	LAB	Energy Laboratories	avalkenburg@energylab.com
Jennifer Duhon (2019*) Present	Other	Millipore Sigma	jennifer.duhon@sial.com
Matt Sica (2020) Absent	AB	ANAB, ANSI-ASQ National Accreditation Board	msica@anab.org
Gil Dichter (2018*) Absent	Other	IDEXX Water	gil-dichter@idexx.com
Patrick Garrity (2019*) Present	AB	Kentucky DEP	patrick.garrity@ky.gov
Michella Karapondo (2019*) Present	Other	USEPA	karapondo.michella@epa.gov
Fred Anderson (2020*) Present	Other	Advanced Analytical Solutions, LLC	Fred@advancedqc.com
Jennifer Mullins (2020*) Absent	Lab	Upper Occoquan Service Authority	jennifer.mullins@uosa.org
Scott Haas (2020*) Absent	FSMO	Environmental Testing, Inc.	shaas@etilab.com

Attachment B

Action Items – TNI PT Executive Committee

	Action Item	Who	Date Added	Expected Completion	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: 8/31/18	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 WET? June 2018 for all tables. New target date: 7/15/18	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.
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	All	2/20/14	TBD (see #350) <i>350: Prepare formal request to SOP Subcommittee regarding updating FoPT tables and applicable backburner items just</i>	In Progress – Update of SOP 4-101 6/21/18: Gil noted that this SOP will be worked on again at the next meeting. An expected completion date will be given at July meeting.

	Action Item	Who	Date Added	Expected Completion	Actual Completion
	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.			<i>moved to the Action Items table (#352, 353)</i>	
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 Maria will send a copy to close this item.
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. 3/15/18: Still in progress.
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.
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.
368	Forward Jerry's question to Chemistry FoPT Subcommittee. (Analyte	Maria	8/24/17	9/1/17	Maria will resend to Carl. 6/21/18 –

	Action Item	Who	Date Added	Expected Completion	Actual Completion
	code change for the non-polar extractable materials.)				Maria will send to Ilona.
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	
382	Forward Sean Jenkins email to the NELAP AC (Aaren Alger and Lynn Bradley).	Maria	3/15/18	4/18/18	Completed Sent to NELAP AC.
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	Still in Progress
385	Send Micro DW and WW tables to PTPEC for review and vote at next meeting.	Maria	4/19/18	5/15/18	Still in Progress
389	Present recommended LAMS updates to Dan Hickman.	Maria	5/17/18	5/20/18	
390	Update SOP 7-101 with PTPEC and NEFAP EC comments. Send to committees for final review.	Ilona/Stacie	7/19/18	8/6/18	

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	