

**TNI PT Executive Committee  
Meeting Summary  
August 19, 2010**

1) Roll call and approval of minutes:

Chairman Eric Smith called the TNI PT Executive Committee meeting to order on August 19, 2010, at 1PM EST. Attendance is recorded in Attachment A – there were 6 Board members present on the call. Associate members Randy Querry, Dan Tholan, Aruna Kaveeshwar, Stephen Arpie and Jeff Lowry were also on the call.

Minutes from the July 15<sup>th</sup> meeting were reviewed. Eric asked that the text for number 5 read “Status of PTPA Assessment” and that action items 123 and 124 be shown as completed. A motion was made by Gary to approve the minutes with Eric’s recommended changes. It was seconded by Matt and unanimously approved. The minutes will be posted on the TNI website. The minutes for the DC meeting will be available for review next month.

2) NELAP AC Update

Status update on NELAP Accreditation Council is pending a decision on what to do with FOPT analytes that don’t meet all SOP criteria.

Carol Batterton (NELAP Program Administrator) provided the following note (8/18/10):

*The ABs have approved the NPW FoPT table. The motion was this:*

*Steve Stubbs moved that the experimental analytes meeting criteria outlined in Chapter 2 of the 2003 standards be moved to the NPW FoPT accreditation table with an effective date of March 1, 2011. Paul Bergeron seconded.*

*All of the ABs have now voted in favor. They did not address the issue of what to do with the experimental that did not meet the criteria to be moved along with the issue of how to add PTs in the future. They wanted to deal with that as a separate issue. They also initiated a vote on the DW FoPT table but have not completed it. The DW motion was very similar to the NPW motion.*

Eric asked if the Chemistry FoPT Subcommittee could provide an updated FoPT table for NPW and SCM without analytes that do not meet the criteria in the 2003 NELAC Standard. Carl will work on this.

Steve will let Eric know when the next AC meeting is so he can join in to discuss ideas for the current experimental tables.

3) Status on Revised DW FOPT Table Update

The table is being voted on by the NELAP AC. See Carol's comments above.

4) Status of ACLASS and A2LA Assessments

A2LA plans to turn in an application by the end of month and then we can proceed with the review.

Carl and Amy were out at ACLASS last week for the on-site. They are working on the report. Carl will prepare a DRAFT that Amy will review and add to.

5) Discussion on PTPAs approved for Field Sampling FOPTs (NEFAP)

Agenda Comment from Eric: Consider the clarification of a position that the PT Executive Committee does not need to make separate PTPA recommendations to the TNI Board of Directors for each new TNI program (such as NEFAP), if that new program adopts TNI Standards V3 & V4 and does not create separate or modified PT accreditation standards for that program.

The committee discussed the comment and came to the following conclusion: When a new program is added it requires an update to the SOP and application.

Language needs to be added to the SOP to describe how to add new programs. Eric will work on the SOP and application and send it out for comment to the Executive Committee.

6) Cryptosporidium Workgroup (to discuss PT development as well as possible accreditation standard)

Eric commented that it looks feasible to have a Cryptosporidium PT program though TNI. It does not look like there are any road blocks. The next step is to put together a work group to include Carrie Miller. Also need 1 or 2 people from both the PT Expert Committee and PT Executive Committee. Matt volunteered and will take the lead for the PT Executive Committee and Carl will help as time allows. Eric will provide the two names to the other individuals interested in the workgroup. Eric will talk to Carrie to see if she will be leading the workgroup. They are looking at PT first and then considering possible accreditation through TNI.

#### 7) Discussion on Re-Establishing WET PT Subcommittee

A comment was made in Washington, DC that the PTs don't meet industry needs. Gary thought it was an issue of organisms used.

RaeAnn is willing to Chair the subcommittee and work with Stacie. Eric will send an e-mail to them to let them know the PT Executive Committee would like to reconstitute the subcommittee. They can choose their chair.

#### 8) Discuss PT Executive Committee Membership

Eric believes Svetlana, Matt, Steve and Michella are due to rotate off the committee. These members are eligible to stay on the committee for another 3 year term. Ilona will confirm this list with Jerry and see if there are any limitations on the number of PT Executive Committee members.

#### 9) PTPA PT Database

Eric had some conversations with various parties. This is an item the Executive Committee needs to discuss. Do we need one database? Are multiple databases OK? This impacts Volume 4 language (Section 5.4). This will be added to next month's agenda.

#### 10) Review Open Action Items

Updates were made to the Action table (Attachment B).

#### 11) New Business

Stacie and Curtis volunteered to help Eric begin work on an SOP for the addition of analytes to FoPT tables. In a previous meeting, Steve Stubbs and Svetlana had offered some ideas on how to add analytes in the future. The Expert Committee would also like to help with this process to make sure it works with the TNI Standard.

Eric would like something to go out to the AC and PT Expert Committee by late November. This timing will allow a DRAFT to be reviewed with the membership in Savannah.

## 12) Next Meeting

The next meeting of the PT Executive Committee will be Thursday, September 16, 2010, at 1:00pm EST.

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

The meeting was adjourned at 2:08 EST. (Motion: Gary Second: Matt Unanimously approved.)

**Attachment A**

**Participants**

**TNI**

**Proficiency Testing Executive Committee**

<b>Members</b>	<b>Affiliation</b>	<b>Contact Information</b>
Eric Smith, Chair (2009) <b>Present</b>	TestAmerica	615-726-0177 x1238 <a href="mailto:eric.smith@testamericainc.com">eric.smith@testamericainc.com</a>
Ilona Taunton, Program Administrator <b>Present</b>	TNI	828-712-9242 <a href="mailto:tauntoni@msn.com">tauntoni@msn.com</a>
Gary Dechant <b>Present</b>	Analytical Quality Associates, Inc.	970-434-4875 <a href="mailto:gldechant@aol.com">gldechant@aol.com</a>
Amy Doupe <b>Present</b>	Lancaster Laboratories, Inc.	717-656-2300 x1812 <a href="mailto:aldoupe@lancasterlabs.com">aldoupe@lancasterlabs.com</a>
Steve Gibson <b>Present</b>	Texas Comm. on Env. Quality	512-239-1518 <a href="mailto:jgibson@tceq.state.tx.us">jgibson@tceq.state.tx.us</a>
Svetlana Isozamova <b>Absent</b>	Accutest Laboratories – Southeast Division	407-425-6700 <a href="mailto:svetlani@accutest.com">svetlani@accutest.com</a>
Michella Karapondo <b>Absent</b>	USEPA	513-569-7141 <a href="mailto:karapondo.michella@epa.gov">karapondo.michella@epa.gov</a>
Carl Kircher <b>Present</b>	Florida DOH	904-791-1574 <a href="mailto:carl_kircher@doh.state.fl.us">carl_kircher@doh.state.fl.us</a>
Stacie Metzler <b>Absent</b>	HRSD	757-460-4217 <a href="mailto:smetzler@hrsd.com">smetzler@hrsd.com</a>
Matt Sica <b>Present</b>	State of Maine	207-287-1929 <a href="mailto:matthew.sica@maine.gov">matthew.sica@maine.gov</a>
Curtis Wood <b>Absent</b>	Environmental Resource Associates	303-431-8454 <a href="mailto:cwood@eraqc.com">cwood@eraqc.com</a>

**Attachment B**

**Action Items – TNI PT Executive Committee**

	<b>Action Item</b>	<b>Who</b>	<b>Expected Completion</b>	<b>Actual Completion</b>
17.	Work on language for new TNI policy based on NELAC Policy #16 and EPA Criteria Document.  Policy #16 deals with headers on the PT tables.	Chuck Eric will review and determine if this is still needed.	Eric will follow-up with Chuck to determine a date.	Looking for volunteer to help Chuck.
97	Make a recommendation to address evaluation of “less than” (<) reporting. Distribute to Board for consideration.	Carl Eric will review	2/18/10 Completion next meeting.	Next call’s agenda.  New item for May.
114	Review SOW to see if an update is needed to provide data from the database.  Dan – Once we explained what it was being used for, the providers did not have an issues. “n” issue was resolved. Randy said he now has the approval and data is available.	Randy	5-20-10	Per section 2.7 they need written permission from the PT Providers.  Send language to Eric.
125	Distribute voting information on designating A2LA as a PTPA for SSAS.	Eric	7/15/10	Complete
126	Summarize possible solutions for FoPT table issues and distribute to subcommittee for comment.	Ilona	7/22/10	Complete
127	Prepare e-mail to AC with option(s) for moving forward with FoPT tables.	Eric	7/30/10	Complete
128	Re-establish WET PT Subcommittee.	PT Executive Committee	8/19/10	Complete
129	Vote on revised DW FoPT Table.	All	7/30/10	Complete
130	Vote on finalization of the PTPA Application.	All	7/30/10	Complete
131	Prepare preliminary DC Agenda and	Eric	7/30/10	Complete

	<b>Action Item</b>	<b>Who</b>	<b>Expected Completion</b>	<b>Actual Completion</b>
	distribute for comment.			
132	Prepare update to NPW and SCM FoPT tables with the deletion of analytes that do not meet the 2003 NELAC Standard criteria.	Carl	9/16/10	
133	Update Evaluation SOP and application. Distribute for comment.	Eric	9/16/10	
134	Work with Carrie to get Cryptosporidium work group started.	Eric	9/16/10	
135	Notify RaeAnn that WET FoPT Subcommittee can be reconstituted.	Eric	9/16/10	
136	Start work on the SOP to add analytes to Accreditation FoPT Tables.	Eric, Curtis, Stacie	Nov 2010	

**Attachment C**

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

	<b>Item</b>	<b>Meeting Reference</b>	<b>Comments</b>
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	