

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

**September 15, 2011**

### 1) Roll call and approval of minutes:

Chairman Eric Smith called the TNI PT Executive Committee meeting to order on September 15, 2011, at 1:00 PM EST. Attendance is recorded in Attachment A – there were 6 Executive Committee members present on the call. Additional people on the call included: Rob Knake (A2LA), Randy Querry (A2LA), Geneva Bowman (ACCLASS), Nicole Cairns, Patrick Brumfield, Dan Tholen, Kelly Black

Joe Pardue made a motion to approve the August 16<sup>th</sup> minutes (to be amended to fix the typo in item #7, second sentence where the effective date should be noted as January 3, 2012.). Steve Gibson seconded. 5 of the 6 committee members present voted to approve. Andy Valkenburg abstained because he had not received the minutes for review.

### 2) NPW FoPT Table

The NPW FoPT Table Effective Oct 3, 2011 is now posted on TNI website. Also, “news” item generated.

### 3) PT Oversight Database Plan

“Each PTPA will be responsible for conducting the ongoing (study-by-study) monitoring of the requirements in 6.3.1 a-g for each provider. As indicated in section 5.4, PTPAs shall maintain a database for conducting this ongoing monitoring. On an annual basis, each PTPA will submit an anonymous summary of all PTPA data to a special subcommittee of the TNI PT Executive Committee. This subcommittee will be responsible for conducting the oversight required in section 6.3.2. This will include examining all PT Provider pass/fail rates by analyte for the year and ensuring consistency in the TNI PT Program. Any inconsistencies found would be reported to the appropriate PTPA who would investigate the situation as required in 6.3.2.”

- Creation of subcommittee – name, make up, & meeting schedule?  
Steve and Carl will be the AB representatives on the subcommittee. More will be welcome. Eric will send out an e-mail to the proposed subcommittee members so that meeting times can be arranged.

- Assign subcommittee tasks – Responsible for conducting the oversight required in section 6.3.2 of the 2009 TNI Standard. Develop procedures and TNI PT database to support the 6.3.2 oversight activities.

William (TNI webmaster) will be invited to be involved in the subcommittee and each of the PTPAs will be asked to propose a recommended member that has experience with their database.

- Initial review goal – Summer 2012.

Joe motioned and Michelle seconded that the assignment described above be approved and the subcommittee be developed. The members on the call voted to unanimously approve the motion, but there were not enough members on the call to finalize this vote. The discussion and voting information will be forwarded to the missing members and the vote will be finalized by e-mail or the next meeting.

Randy expressed a concern that the process was not handled well. He would prefer that there be more open discussion. He does not agree with the need for an additional database and is discouraged about how long it has taken for information to be conveyed to A2LA. The PTPAs are being asked to provide someone to help with this subcommittee and there are additional costs involved in this. The TNI Board of Directors has had no direct communication with A2LA and he is concerned that two members of the TNI BoD should not have voted on this resolution due to a conflict of interest.

It was recommended that SOPs be put in place – including written procedures for the review process and complaint process. Eric feels that this is part of what the subcommittee will be looking at – documenting how the process will work. The complaint process is something that will be developed by the PT Executive Committee.

Eric noted that the PT Executive Committee is open to comments from the subcommittee if the tasks are insufficient or need to be changed. The make-up of the subcommittee was to make sure that any database developed by TNI be able to communicate with the PTPA databases. The task is not written too specific to give the subcommittee some flexibility when they begin looking into implementation.

This topic will be included on the next meeting agenda.

#### 4) Review PT Executive Committee Charter – R2.0 draft

It was sent out by e-mail on September 12, 2011. Eric reviewed the changes with the committee.

Andy recommended that the winter and summer face to face meetings be included.

Back burner item #9 should be added. The periodic review should be part of the charter.

Eric will update the charter and send it out by e-mail. It will be discussed at the next meeting.

5) Review of the NELAP Accreditation Council Comments on SOP 4-107

#	Commentor	Comment	PTEC decision
7	Paul Bergeron - LELAP	Section 2 - First sentence - Change to "This SOP includes procedures for the PT Executive Committee to review requests to add new analytes <b>to</b> and remove analytes <b>from</b> <del>to</del> the TNI FoPT Tables."	9/15/11 - Will make change.
8	Steve Stubbs - TCEQ	Section 2 - Is there a need to include potential changes to analytes on the list , e.g., changes in concentration, method code?	9/15/11 - Will revise Section 2 language to include.
9	Steve Stubbs - TCEQ	Section 2 - Second sentence - Change to read as - "The procedures <b>address</b> <del>for</del> FoPT table modifications, setting effective dates, and fixing typos [ <b>typographical and other errors</b> ] in the tables, as well as how to add FOPT analytes when PT data does not exist <del>are addressed</del> ."	9/15/11 - Will make change (minus the bracket language).
10	Paul Bergeron - LELAP	<b>Section 3 -Please clarify if the definition of Sponsor means no sponsor is required to request the removal of an analyte from the FoPT table. If so, it contradicts Section 6.</b> I recommend revising the definition of sponsor so that it does not appear to conflict with Section 6.0—sponsors should be able to request additions and removal of analytes from the tables. The application looks okay.	9/15/11 - Appears to be a misunderstanding of intent. A sponsor is not needed to remove an analyte. Will review and compare language between sections to see if a wording change/addition is needed to make intent more clear.
11	Paul Bergeron - LELAP	Section 4.1& 4.2 - Date should be capitalized each time when saying "Effective Date"	9/15/11 - Will make change.
12	Steve Stubbs - TCEQ	Section 4.2 - Header - Remove "Typos" and replace with "Errors"	9/15/11 - No change. This would change the procedure in a way not preferred by the committee.
13	Paul Bergeron - LELAP	Section 5 & 6 - Reference to "Federal" should be lower case	9/15/11 - Will make change.
14	Steve Stubbs - TCEQ	Section 5 - First sentence - no one else?	9/15/11 - Will add language something to the effect of "or other individual".

#	Commentor	Comment	PTEC decision
15	Steve Stubbs - TCEQ	Section 5 - Second sentence - Change to "A request submitted by <b>an individual or on behalf of</b> a laboratory or PT Provider must be sponsored by at least one Accrediting Body."	9/15/11 - Will make change.
16	Steve Stubbs - TCEQ	Section 6 - First sentence - No one else?	9/15/11 - Will add language something to the effect of "or other individual".
17	Steve Stubbs - TCEQ	Section 6 - Fourth paragraph - delete "request" from "request review".	9/15/11 - Will make change.
18	Paul Bergeron - LELAP	Section 7 - First sentence - Change to "The minimum timeframe that the PT Executive Committee must be allowed to take to process an <b>approved</b> request is one year."	9/15/11 - Will make change.
19	Steve Stubbs - TCEQ	Section 8 - This could be changed to a note and added to section 1.	9/15/11 - No change. The committee prefers to keep this as a separate section for emphasis.

#7: Eric will make a change in the SOP

Steve Stubbs comment: Eric will make a change in the SOP.

Additional comments from Steve Stubbs:

Section 3:

Paul: Question about removal of analytes. Eric will address this in the SOP. A statement will be added.

Section 6:

Paul: Probably a misunderstanding. A sponsor is not needed to remove an analyte. Eric will check to see if there is a wording change needed to make this clear.

Section 4:

Eric will make suggested changes, but would prefer that the term "typo" continued to be used instead of the suggested term "error".

Section 5:

Eric asked if there is a party that is missing on the list of people who could make requests.

Section 7:

Eric will make the change.

Section 8:

Eric would prefer that it stay in a separate section.

## 6) Membership

Eric has not heard from any more ABs that might be interested in the committee. Committee members were asked to help encourage ABs to submit an application to join the PT Executive Committee.

## 7) Review Open Action Items

Updated in table.

## 8) New Business

- Carl discussed dual purpose PTs and the use of certain concentration ranges for different technologies. This is something the Chemistry FoPT Subcommittee considers when they review and update the limits.

## 9) Next Meeting

The next meeting of the PT Executive Committee will be in 10-20-11.

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

The meeting was adjourned at 2:30 EST. (Motion: Joe Second: Andy Unanimously approved.)

## Attachment A

### Participants TNI Proficiency Testing Executive Committee

Members	Affiliation	Contact Information
Eric Smith, Chair (2010) <b>Present</b>	TestAmerica Laboratories, Inc.	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>
Justin Brown (2011) <b>Present</b>	Environmental Monitoring and Technologies, Inc.	847-875-2271 <a href="mailto:jbrown@emt.com">jbrown@emt.com</a>
Gary Dechant (2009) <b>Absent</b>	Analytical Quality Associates, Inc.	970-434-4875 <a href="mailto:gldechant@aol.com">gldechant@aol.com</a>
Amy Doupe (2009) <b>Absent</b>	Lancaster Laboratories, Inc.	717-656-2300 x1812 <a href="mailto:aldoupe@lancasterlabs.com">aldoupe@lancasterlabs.com</a>
Steve Gibson (2011) <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>
Open	Open	Open
Michella Karapondo (2011) <b>Present</b>	USEPA	513-569-7141 <a href="mailto:karapondo.michella@epa.gov">karapondo.michella@epa.gov</a>
Carl Kircher (2010) <b>Absent</b>	Florida DOH	904-791-1574 <a href="mailto:carl_kircher@doh.state.fl.us">carl_kircher@doh.state.fl.us</a>
Stacie Metzler (2009) <b>Absent</b>	HRSD	757-460-4217 <a href="mailto:smetzler@hrsd.com">smetzler@hrsd.com</a>
Joe Pardue (2011) <b>Present</b>	Pro2Serve, Inc.	423-337-3121 <a href="mailto:joe_pardue@charter.net">joe_pardue@charter.net</a>
Dr. Andy Valkenburg (2011) <b>Present</b>	Energy Laboratories, Inc.	<a href="mailto:avalkenburg@energylab.com">avalkenburg@energylab.com</a> 406-869-6254
Curtis Wood (2010) <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>
149	Update the FoPT tables to delete any analytes that do not meet the 2003 NELAC requirements.	Eric, Jeff	3/24/11	Complete
161	Complete vote on FSMO FoPT Table.	Eric	Next Meeting	Complete
162	Complete vote on SCW FoPT Table.	Eric	Next Meeting	Complete
163	Distribute updated DW table to subcommittee for review.	Eric	Next Meeting	Complete
164	Distribute Nicole's information to EC for consideration.	Eric	Next Meeting	Complete
165	Follow-up on need for NEFAP EC approval of the FSMO FoPT Table.	Eric	Next Meeting	
166	E-mail vote on amended DW table.	Ilona	Next Meeting	Complete
167	Find citation for using tighter limits.	Carl	Next Meeting	Carl could not find the citation he though he knew. Complete
168	Update FoPT Management SOP, distribute to EC and then distribute to NEFAP EC and NELAP AC for comment.	Eric	Next Meeting	Received from NELAP AC. Need to follow-up with NEFAP.
169	Contact Chem FoPT Subcommittee to look at the PCB data again and make sure that it supports the limits TNI has set.	Eric	Next Meeting	Eric will touch base with Carl
170	Ask NEFAP EC and NELAP AC if they are aware of any analytes that need to be added to the table.	Eric	8/16/11	Look into
171	Evaluate footnote #3 on the NPW FoPT table? Look for consistency	Eric	9/1/11	Complete

	<b>Action Item</b>	<b>Who</b>	<b>Expected Completion</b>	<b>Actual Completion</b>
	with the solids table.			
172	Update DW Table and send to NELAP AC.	Eric	9/1/11	Complete



**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	
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
11	Evaluate how labs are accredited for analytes that co-elute.	5-19-11	
12			