

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

**September 24, 2015**

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

Chair, Maria Friedman, called the TNI PT Program Executive Committee (PTPEC) meeting to order on September 24, 2015, at 1:04PM Eastern by teleconference. Attendance is recorded in Attachment A – there were 8 Executive Committee members present. Associate Members: Craig Huff, Shawn Kassner and Lauren Smith.

Maria reviewed the agenda for today's meeting.

The July 14, 2015 minutes were reviewed at the last meeting. A motion was made by Susan to approve the July 14, 2015 minutes with a second by Joe. All voting members present were in favor, but we did not have many members on the call. Maria asked for some additional votes before they are approved and posted. Additional votes: Nicole and Dixie. The minutes have been approved and are ready for posting.

The August minutes were reviewed. A motion was made by Nicole to approve the August 20, 2015 as written. The motion was seconded by Joe and unanimously approved. The minutes will be posted on the TNI website.

### 2. Chair Update

- Maria heard back from the NELAP AC. This will help take care of some of the old business items on the Action Table. The actual response can be found in Attachment D.
  - o Confirmation has now been given for all 3 ARAs. Jennifer will be out until November, so the Microbiology Subcommittee will be able to begin work in November. The ARAs from Jeff and Carl are ready to be worked on by the Chemistry FoPT Subcommittee. The Microbiology FoPT Subcommittee will need to have their Scope reviewed and updated as necessary. There is no update needed to the Chemistry FoPT Subcommittee Scope. A motion was made to accept the ARAs for the addition of Method 8011 analytes in soil and PCBs in Oil. The motion was seconded by Susan and unanimously approved.
  - o The NELAP AC does not want technology/method in the FoPT tables, but they would like to see CAS numbers added in addition to matrix/analyte which is already there. Eric noted this is a major change in Scope for the FoPT

Table Update Subcommittee. The Scope needs to be updated by the PTPEC before this subcommittee starts meeting again.

- The NPW and SCM tables were updated for the naming of 2,2'-oxybis (1-chloropropane). These tables were approved by the NELAP AC (9-9-15) and now need an effective date. Six months was recommended, so the effective date will be April 1, 2016. Eric made a motion to set the effective date for the changes to the SCM and NPW tables to April 1, 2016. The motion was seconded by Dixie and unanimously approved. Ilona will send a note to the PT Providers and she asked Maria to send her the final tables with the effective dates to forward to William for posting. She will also send a news item to TNI.
  
- Maria had everyone look at the new screenshot from William for the ARA application and process. It has been updated as discussed at the last meeting. Nicole motioned to approve the changes as outlined in the PDF sent by Maria with the meeting information. The motion was seconded by Dixie and was unanimously approved.

### 3. Subcommittee Updates

Chemistry FoPT Subcommittee: The subcommittee has started meeting again and is finishing up the SCM table. The subcommittee did not meet for about 2 ½ months.

WETT FoPT Subcommittee: Maria sent a message to Brian (see below). Shawn noted that he often presents this type of information to the regions and coordinators too. He also includes PT Providers.

From Maria:

*Do you believe it is feasible that, should the proposal be accepted, the WETT instructions would be amended in time to be published in the next DMR-QA Study in 2016? The PTPEC has been working on improving WETT PTs for some time, and strongly supports the amendment of the DMR-QA instructions. We are therefore eager to know what progress can be made to implement the proposal submitted by Dr. Naddy.*

From Brian Krausz (US EPA):

*Apologies for not getting back in time for the committee meeting yesterday. I was out of the office. My only update is that I've had an initial meeting with WET experts from the Office of Water and we agreed to schedule a follow up. They seem open to the possibility of changing the DMR-QA study instructions but we are still discussing potential effects, so hopefully I will get a decision within the next month or so. This should still be enough time to integrate changes before the next Study.*

Maria asked everyone to look at the current table and see if the PTPEC would like to approve the WETT table without Footnote 3. It would then go to the NELAP AC and Maria will let them know Brian has been contacted to resolve the instructions issue.

The numbering of the table will need to be changed if Footnote 3 is deleted.

Eric commented on the table. At the top of the table there is a reference to footnotes, but there are more footnotes in the table. If footnote 3 is removed ... there will be 7 total footnotes.

Everyone preferred that the final be sent to the committee by email for a thorough review after all the footnotes have been re-numbered. The document sent to the committee for today's meeting is what was sent to the NELAP AC.

Eric is fine with removing Footnote 3 at this time to keep the table moving forward. It will be looked at again after hearing back from Brian.

Maria will forward the table with the corrections to the committee for review and approval at the next meeting.

SOP Subcommittee: The subcommittee had its first meeting after quite some time. Gil was selected as Chair and the subcommittee will begin meeting regularly again.

Microbiology FoPT Subcommittee: PTPEC needs to look at the Charter and send an update to the committee. The committee chair is on maternity leave until November.

FoPT Table Format: The PTPEC needs to look at the Charter and update it based on the information from the NELAP AC. The subcommittee will be waiting for this before they start meeting again.

Gil left the meeting at 2pm Eastern.

#### 4. Action Items

The action items were reviewed and notes and updates can be found in Attachment B.

#### 5. New Business

- None

## 6. Next Meeting

The next PTPEC teleconference will be held on 10-15-15 by teleconference.

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

Maria adjourned the meeting at 2:08pm Eastern. (Motion to adjourn: Nicole Second Susan. Unanimously approved.)

## Attachment A

### Participants TNI

#### Proficiency Testing Program Executive Committee

Members	Affiliation	Contact Information
Maria Friedman (2014) - <b>Present</b>	TestAmerica	949-260-3201 <a href="mailto:maria.friedman@testamericainc.com">maria.friedman@testamericainc.com</a>
Ilona Taunton, Program Administrator <b>Present</b>	TNI	828-712-9242 <a href="mailto:tauntoni@msn.com">tauntoni@msn.com</a>
Eric Smith (2010) <b>Present</b>	ALS Environmental	904-394-4415 <a href="mailto:eric.smith@alsglobal.com">eric.smith@alsglobal.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>
Susan Butts (2012) <b>Present</b>	South Carolina DHEC	(803)896-0978 <a href="mailto:buttsse@dhec.sc.gov">buttsse@dhec.sc.gov</a>
Patrick Brumfield (2012) <b>Absent</b>	Sigma-Aldrich RTC	(307) 721-5488 <a href="mailto:Pat.Brumfield@sial.com">Pat.Brumfield@sial.com</a>
Nicole Cairns (2012) <b>Present</b>	NY State DOH	(518) 473-0323 <a href="mailto:nicole.cairns@health.ny.gov">nicole.cairns@health.ny.gov</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>Absent</b>	Energy Laboratories, Inc.	406-869-6254 <a href="mailto:avalkenburg@energylab.com">avalkenburg@energylab.com</a>
Ron Houck <b>Present</b>	PA DEP	<a href="mailto:rhouck@pa.gov">rhouck@pa.gov</a>
Matt Sica <b>Absent</b>	ANAB, ANSI-ASQ National Accreditation Board	<a href="mailto:msica@anab.org">msica@anab.org</a>
Dixie Marlin (2015) <b>Present</b>	Accutest	513-309-3593 <a href="mailto:dixiem@accutest.com">dixiem@accutest.com</a>
Gil Dichter (2015) <b>Absent</b>	IDEXX Water	207-556-4687 <a href="mailto:gil-dichter@idexx.com">gil-dichter@idexx.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>
185	Send updated DW table with Footnote 15 to NELAP AC for approval.	Stacie  Maria	4/1/12	Stacie submitted this. Need to confirm approval. Action: Look to see if this got done. 8/20/15: Maria will follow-up.
214	Update Tin, Total Xylene and Total Cyanide on FoPT tables and submit for approval.	Carl Stacie  Ilona – Will follow-up with Stacie and minutes.	Next Meeting	In Progress Ilona will look for this stuff. 8/20/15: Maria thinks Cyanide is done, but need to find status on Xylene and Tin.
233	Review complaint process.	Maria Ilona	5/14/14	In Progress
249	Meet with PTPAs to discuss issues surrounding receiving data for FoPT Limit Updates and complaints. Determine if issue exists and whether subcommittee is needed to address this issue.	Maria	11/13/14	In progress.
251	Follow-up with Rami to provide support to solve footnote issue on WET FoPT Table.	Maria	10/30/14	Still in Progress
253	Check with EPA attorney on requirement that Vinyl Chloride cannot be “0”.	Michella	12/15/14	In progress. 8/20: Maria emailed Michella for status update. 9/24: Waiting for response from Michella.

	<b>Action Item</b>	<b>Who</b>	<b>Expected Completion</b>	<b>Actual Completion</b>
254	Review PT SOP comments by the Policy Committee and add to agenda as appropriate.	Maria Ilona	12/15/14	Waiting for comments.
257	Email to SOP Subcommittee regarding clarification on how limit updates due to issues should be addressed.	Maria	12/12/14	Maria prepared it, but is waiting for a chair for this subcommittee.
260	Amend FoPT Table Format Subcommittee Scope and distribute for review.	Maria	12/12/14	Maria will send to Ilona. 8/20: Still need. COMPLETE
263	Look into new website design and see if there is an FAQ section that the committee can use to summarize some of their processes – complaint, addition/deletion of analyses to FoPT tables, etc. Talk to IT Committee.	Maria	12/12/14	William can add this to the PT Page if needed. COMPLETE
264	Update Complaint SOP to reflect Standard requirement that PTPA be contacted.	TBD	TBD	
268	Prepare DRAFT example template to request exceptions to running PTs.	Jeff Lowry Shawn Kassner	3/19/15	Next meeting- 4/16/15 7/14: Maria will follow-up. 8/20: Shawn will work on this for Sept Meeting (Add note about concern that AC will accept this) 9/24: Shawn sent something that Maria will review and the PTPEC will look at this in

	<b>Action Item</b>	<b>Who</b>	<b>Expected Completion</b>	<b>Actual Completion</b>
				October.
269	Prepare DRAFT response to SIRs after meeting with NELAP AC.	Maria	TBD	
271	Provide list of replicates and volumes from WET Subcommittee to PT Providers.	Maria	3/19/15	It gives them information about the methods that PT Provider's don't have. 8/20: Jeff asked that this be distributed to the PT Providers. Maria will take care of this.
288	Discuss possible procedural changes to how limits are updated. Talk to SOP Subcommittee.	Maria	TBD	
289	Pull together additional ARA process description for posting on application website page.	Maria	9/30/15	See notes.  COMPLETE
290	Contact Brian at DMR QA to find out about possibility of changing WETT instructions for PTs. Let Rami know.	Maria	Next Mtg	COMPLETE
291	Review Shawn's draft and send to Committee. See #268.	Maria	10/8/15	
292	Update Scope for FoPT Table Update Subcommittee.		TBD	
293	Update FoPT tables with effective dates. Send to Ilona.	Maria	10/8/15	
294	Send updated FoPT tables to William for posting and notify PT Providers about posting.	Ilona	After completion of #293	
294	Update WETT table and send to	Maria	10/8/15	



	<b>Action Item</b>	<b>Who</b>	<b>Expected Completion</b>	<b>Actual Completion</b>
	PTPEC for final approval at next meeting.			
295	Moved from Backburner: PTPA Evaluation Checklist needs to be updated prior to next round of evaluations. (Originally discussed 8/6/13)			
296	Moved from Backburner: Charter needs to be updated in November.			
297	<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> <p>3/20/14: Eric noted that there are some logistics with doing a 6 month review. This may need to be a separate committee so it does not hamper the progress of the Chemistry FoPT Subcommittee.</p> <p>Eric no longer thinks we need a separate subcommittee.</p>			

**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 2016	
16			

Attachment D: Response from NELAP AC

**From:** Lynn Bradley <[lynn.bradley@nelac-institute.org](mailto:lynn.bradley@nelac-institute.org)>

**Date:** Sunday, September 13, 2015 at 1:22 PM

**To:** Maria Friedman <[Maria.Friedman@testamericainc.com](mailto:Maria.Friedman@testamericainc.com)>, Ilona Verrips Taunton <[ilona.taunton@nelac-institute.org](mailto:ilona.taunton@nelac-institute.org)>

**Cc:** Maria Friedman <[qamfriedman@gmail.com](mailto:qamfriedman@gmail.com)>, Carl Kircher <[Carl.Kircher@flhealth.gov](mailto:Carl.Kircher@flhealth.gov)>, Aaren Alger <[aaalger@pa.gov](mailto:aaalger@pa.gov)>

**Subject:** The NELAP AC Outcomes on multiple items from PTPEC

Hi, Maria. The AC met for its first business meeting since early July, on September 1, and was able to address all of the outstanding questions from PTPEC.

The revised FoPT tables for Non-potable Water and for Solid&Chemical Materials were approved, effective September 9. Please advise us when these will be posted and in effect.

The full AC has discussed, and has no objection to, the three requests to add new analytes to various FoPT tables -- MPN-multiple tube and MPN-multiple well for the DW table, addition of Aroclors 1221, 1232 and 124B to "PCBs in Oil" for the SCM table, and addition of DBCP, EDB and TCP at levels appropriate for the extraction method 8011 for the SCM table.

Also, the full AC discussed your request to reconsider whether technology/methods should be added to the FoPT tables. The consensus of the AC is that there is no need to include method and technology in the FoPT tables, but only matrix and analyte. The participants noted that problems presented by the occasional "cross-over" analytes are less than the difficulties of listing all possible combinations of method/technology/matrix for each analyte.

Please note that the AC was completely in favor of adding CAS numbers to go with the analyte names.

In summary, the AC's guidance to PTPEC is please do not proceed with the method and technology additions to the FoPT tables, but please DO add the CAS numbers. If PTPEC seeks additional clarity or if there is some reason that PTPEC seeks to proceed with the method/technology additions for PTPEC purposes, the AC will be pleased to have you join a future AC meeting for a more in-depth discussion of the issue.

I believe these are all the outstanding issues, but if I've missed something, please let me know!

lynn

Lynn Bradley  
540-885-5736  
TNI NELAP Program Administrator