

TNI PT Program Executive Committee Meeting Summary

September 26, 2013

1. Roll call and approval of minutes:

Chair, Stacie Metzler, called the TNI PT Program Executive Committee (PTP EC) meeting to order on September 26, 2013, at 1:05 PM EST. Attendance is recorded in Attachment A – there were 8 Executive Committee members present. Associate members Present: Rob Knake

The meeting minutes from the San Antonio meeting were reviewed. The following changes were recommended: make it clear the Xylene's update relates to DW, Susan Wyatt's last name will be inserted instead of just Susan, and note that Carl described the process in the Chemistry FoPT section. Nicole motion to approve the minutes with the recommended changes described above. The motion was seconded by Jennifer and unanimously approved.

The meeting minutes from the Special Meeting on 9-13-13 were reviewed. Eric motioned to approve the minutes and Nicole seconded the motion. Vote: For – 7 Against – 0 Abstain – 1 (Patrick – He was not there.) The motion passed.

2. FoPT Tables

The committee voted to form a subcommittee to work on the FoPT table issues that were raised in San Antonio (add CAS #s, add matrix/technology, etc...). The committee agreed the focus for this subcommittee will be getting information from stakeholders and updating the table to include matrix/technology.

Stacie asked for volunteers and the following committee members volunteered: Jennifer, Andy, Nicole and Patrick. Rachel Ellis and Shawn Kassner also volunteered in San Antonio. Jennifer will chair this subcommittee. Jennifer will contact Susan Wyatt to see if she would also like to participate. Jennifer and Stacie will meet to discuss logistics for setting up the committee.

Stacie asked if there is any further work needed to resolve the issues raised by Susan Wyatt. The committee agreed that setting up this subcommittee should resolve the issue.

3. Committee Membership

The committee is still looking for ABs. Stacie will talk to Lynn and see if she can mention we need an AB for the committee. She will also send a message to the PTPAs to see if someone would like to nominate a new member. Ilona will ask Jerry for some suggestions.

4. Update: NPW FoPT Table for TSS

The meeting minutes on 9/13/13 give a summary of events. The table has been updated and PTPAs and PT Providers have been notified.

The FoPT Update SOP needs to be reviewed for an update. Stacie noted that the SOP Subcommittee will contact Stacey Fry to see if she can join the SOP Subcommittee to represent the interests of the Chemistry FoPT Subcommittee.

A concern was expressed by Patrick that the update may have happened too quickly and that not enough of the situation was fully understood before action was taken. His company did not see any significant change to the failure rate for this analyte. The situation was moved on quickly because of complaints received by the Chemistry FoPT Subcommittee and the TNI Complaint system. Two PT providers saw significant failure and after review it was found that a 5% bias was not taken into account in setting the new limits. There were also concerns that the other solids were more thoroughly reviewed than TSS before the limits were updated. In all meeting it was emphasized that everyone understood that changes to failure rates after limits are updated could be expected and would not be a reason to go through this current process without extenuating circumstances. The TSS issue was one with extenuating circumstances

Eric asked if this update to the table can be added to the News section. Nicole did not think this is necessary. Ilona noted that it will be posted in the NEWS section that an update has been made to the table as normal protocol. Everyone who signed up for automatic e-mail notification when updates to the table are made, will also be notified.

Jennifer was curious if there was a written procedure in place as to what is not considered an acceptable failure rate. The standard does not give a specific number.

It was mentioned that the Chemistry FoPT is looking for additional membership. Joe volunteered at the last meeting and Andy volunteered today. Carl thought Rebecca Pierrot may also be interested. Ilona will contact her and invite her to the next meeting on October 8, 2013.

5. SOP Subcommittee

The next SOP that will be worked on is SOP 4-101 – FoPT Table Updates. The subcommittee is planning a meeting on October 15th.

6. New Business

- Subcommittee for PT Program Evaluation. Eric will contact the group to set-up a meeting so this committee can complete its task. Eric will set a meeting in October.

7. Action Items

- See Attachment B.

8. Next Meeting

The next meeting will be confirmed by e-mail - October 17, 2013 at 1pm EST.

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

The meeting was adjourned at 2:10pm EST. Jennifer motion Patrick second. Unanimously approved.

Attachment A

Participants TNI

Proficiency Testing Program Executive Committee

Members	Affiliation	Contact Information
Stacie Metzler (2009) CHAIR Present	HRSD	757-460-4217 smetzler@hrsd.com
Ilona Taunton, Program Administrator Present	TNI	828-712-9242 tauntoni@msn.com
Eric Smith (2010) Present	ALS Environmental	904-394-4415 eric.smith@alsglobal.com
Justin Brown (2011) Absent	Environmental Monitoring and Technologies, Inc.	847-875-2271 jbrown@emt.com
Susan Butts (2012) Absent	South Carolina DHEC	(803)896-0978 buttse@dhec.sc.gov
Carl Kircher (2010) Present	Florida DOH	904-791-1574 carl_kircher@doh.state.fl.us
Patrick Brumfield (2012) Present	Sigma-Aldrich RTC	(307) 721-5488 Pat.Brumfield@sial.com
Michella Karapondo (2011) Present	USEPA	513-569-7141 karapondo.michella@epa.gov
Jennifer Loudon (2013) Present	Raritan Township Municipal Utilities Authority	(908) 782-7453 x19 JLoudon@rtmua.com
Nicole Cairns (2012) Present	NY State DOH	(518) 473-0323 nlc02@health.state.ny.us
Joe Pardue (2011) Absent	Pro2Serve, Inc.	423-337-3121 joe_pardue@charter.net
Dr. Andy Valkenburg (2011) Present	Energy Laboratories, Inc.	avalkenburg@energylab.com 406-869-6254
OPEN	Looking for an AB.	

Attachment B

Action Items – TNI PT Executive Committee

	Action Item	Who	Expected Completion	Actual Completion
165	Follow-up on need for NEFAP EC approval of the FSMO FoPT Table.	Eric	Next Meeting	4/18/13: Ilona – will ask NEFAP EC if they need to approve the Lead table.
185	Send updated DW table with Footnote 15 to NELAP AC for approval.	Stacie	4/1/12	Stacie submitted this. Need to confirm approval.
196	Prepare final response to Complaint and forward to committee for approval.	Stacie	10-18-12	
205	Follow-up on membership candidates.	Stacie	6/19/13	In progress.
208	Work with Dan Hickman on any method code issues regarding Tin and Cyanide issues.	Stacie	8/6/13	
209	Distribute Protozoa FoPT Table to Committee.	Stacie	8/6/13	Complete
210	Distribute final Analyte Addition SOP to Committee for review in San Antonio.	Stacie	8/6/13	Complete
211	Send Position Paper to Carol Batterton.	Stacie	8/7/13	Complete
212	Submit updated Table Management SOP to committee for review.	SOP Subcommittee	Next Meeting	
213	Update FoPT Subcommittee lists and give to Ilona for corrections on the website.	Stacie	Next Meeting	

	Action Item	Who	Expected Completion	Actual Completion
214	Update Tin, Total Xylene and Total Cyanide on FoPT tables and submit for approval.	Carl Stacie	Next Meeting	
215	Post final Protozoa FoPT table. Stacie sent to Ilona.	Stacie Ilona	Next Meeting	9/26: Stacie is checking with Jerry for impact of recent discussions before sending.
216	Seek assistance in finding some AB nominations for the committee.	Stacie Ilona	10-16-13	
217	Contact Rebecca regarding Chem FoPT Subcommittee membership.	Ilona	10-8-13	

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	
11	Evaluate how labs are accredited for analytes that co-elute.	5-19-11	
12	PTPA Evaluation Checklist needs to be updated prior to next round of evaluations.	8-6-13	