

TNI PT Board Meeting Summary September 18, 2008

1. Roll call and approval of minutes:

Chairman Carl Kircher called the TNI PT Board to order on September 18, 2008, at 1PM EST. Attendance is recorded in Attachment A. Associate members Chuck Wibby and Dan Tholen were also present.

Minutes from the August 12, 2008 meeting were approved for posting on the TNI website after an update is made to the PT Board roster.

2. Update to Fields of Proficiency Testing with PTRLs -Drinking Water (Adding quantitative Total Coliform to the Drinking Water FoPT Accreditation Analytes Table)

Carl summarized the reason for the agenda item: It seems that many accredited laboratories are running Total Coliform and E coli together in the QUANTITRAY methods, and it creates an awkward and confusing PT situation even though EPA does not specifically regulate Total Coliform for the LT2 and other SDWA rules.

The Board members asked whether a full 6 month implementation time period is necessary. The PT providers on the call felt this was not necessary. A January 1, 2009 implementation date will be set.

Michella asked if this had been run by the DW Subcommittee who had put it together. It had not, but she felt there shouldn't be any conflict with CFR. She will confirm and get back to the Board if there is any problem.

Board members checked to make sure all footnotes were still correct. They were.

The Board was asked to vote on the adoption of the update, but a full quorum was not present. Members who were unable to be present will be asked to vote via e-mail and the Program Administrator will put the vote together and e-mail the final results to the Board and Associate Members.

Motion: Incorporate the changes to the FoPT-DW Table with a Jan 1, 2009 implementation date. Curtis

Second: RaeAnn

Yes – Carl, Steve, RaeAnn, Michella, Kirstin, Curtis, Gary

No – None

Missing Members who will be E-mailed: Eric, Svetlana and Matt

(Added 9/29/08: Eric and Matt voted “Yes” via e-mail. Motion approved.)

The addition to the document can be found in Attachment B.

3. Chemistry FoPT Subcommittee

Carl presented a Draft charge for this subcommittee to the Board members (Attachment C). A motion and second was made to approve the charge and form the subcommittee.

The subcommittee will look at all of the analytes – solid and chemical materials as well. All limits will be reviewed – not just Experimental.

There are currently six volunteers (Amy Doupe, Stephen Arpie, Jeff Lowry, Brian Boling, Eric Smith, and Chuck Wibby). The former subcommittee had 10-15, so more people will be needed to accomplish the big task ahead. Carl will gather additional names and report back to the Board.

4. Microbiology Subcommittee

This subcommittee has worked under the 2003 NELAC Standard and this now limits what they can do. The subcommittee has not been active, so it was recommended that they dissolve until further work is needed when the TNI Standards are effective.

A motion and second was made to dissolve the subcommittee until the PT Board recommends reconstituting the committee after the TNI Standards are in effect. This was approved by the Board.

Carl will contact subcommittee members and let them know about the dissolution and thank them for their service.

5. Action Item Resolution

- a) Consider asking A2LA to provide additional data: Monitor Performance Range vs. Existing Acceptance Criteria

This could be helpful to the Chemistry FoPT subcommittee, but A2LA would need at least a full year of data to produce anything meaningful. Producing this information would cause little additional work for A2LA, but they would want to check with the PT providers to confirm there are no objections to using their data this way. This discussion will be added to the Miami meeting agenda.

- b) Consider asking NY to provide the information they collected regarding extraction/prep methods.

Carl will provide this information to the new Chemistry FoPT Subcommittee. They can contact New York for this information if they feel it will be beneficial.

c) Examine processes for communicating to users beyond TNI.

Carl will ensure that this brought up at the next Assessor Forum call. Ilona will send an e-mail to the TAC and Advocacy Chairs to enlist their help in the best way to communicate this information.

6. New PT Board Members

The Board will be losing a Lab (Kirstin), AB (RaeAnn) and Other (Gary). The Board reviewed the list of volunteers provided by Jerry Parr. Discussion consisted of the following thoughts:

- Gary is willing to serve another term.
- Brian Boling is a possible AB addition.
- Possible lab volunteers include: Elaine Sorbet, Amy Doupe. Carl will also talk to Stacie Metzler as a possibility of keeping some overlap between the PT Expert Committee and the PT Board.
- Consider adding some representation from a smaller lab. Can the Board have more than 10 members or would it be appropriate to replace the AB position with some smaller lab representation (there are currently 4 ABs on the Board.)

Carl will contact potential members and check on their availability and willingness to serve.

7. A2LA Review Update

Gary and Kirstin split up the documentation review and each has completed their part. They are now ready for the on-site visit. No report will be sent to A2LA until the on-site review is complete. This is a departure from the Board's SOP and approval from the Board was requested. Approval was granted.

As the Evaluation Coordinator, Carl will contact Randy (A2LA) to set up a time and date for the office visit. The preference is to do this early November.

8. Standard Interpretation Requests

Carl received a letter from the Laboratory Accreditation Systems Committee (LASC) with attached questions for the Board to respond to. Ilona will distribute the questions to the Board members and request feedback that will be forwarded to Carl. This discussion will be added to the next agenda unless it can be resolved via e-mail.

9. Next meeting

The next meeting of the PT Board is Thursday, October 16, 2008, at 1PM EST.

Action Items are included in Attachment D and Attachment E includes a listing of reminders.

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The meeting was adjourned at 2:33 PM EST.

Attachment A

**Participants
TNI
Proficiency Testing Board**

Members	Affiliation	Contact Information
Carl Kircher, Chair Present	Florida DOH	904-791-1574 carl_kircher@doh.state.fl.us
Ilona Taunton, Program Administrator Present	TNI	828-712-9242 tauntoni@msn.com
Gary Dechant Present	Analytical Quality Associates, Inc.	970-434-4875 gldechant@aol.com
Steve Gibson Present	Texas Comm. on Env. Quality	512-239-1518 jgibson@tceq.state.tx.us
RaeAnn Haynes Present	Oregon DEQ Laboratory	503-693-5757 haynes.raeann@deq.state.or.us
Svetlana Isozamova Absent	Accutest Laboratories – Southeast Division	407-425-6700 svetlani@accutest.com
Michella Karapondo Present	USEPA	513-569-7141 karapondo.michella@epa.gov
Kirsten McCracken Present	TestAmerica	802-655-1203 x216 kirstenl.mccracken@testamericainc.com
Matt Sica Absent	State of Maine	207-287-1929 matthew.sica@maine.gov
Eric Smith Absent	TestAmerica	615-726-0177 x1238 eric.smith@testamericainc.com
Curtis Wood Present	Environmental Resource Associates	303-431-8454 cwood@eraqc.com

Attachment B

FoPT DW Table
Proposed Update to Microbiology (red)

NELAC PT for Accreditation									
Fields of Proficiency Testing with PTRLs									
Drinking Water									
Effective January 1, 2009 DRAFT 9/18/08									
Matrix	EPA	NELAC	Analyte ^{1,2}	Conc Range	Acceptance Criteria ^{3,4,5,6}				NELAC PTRL ⁸
	Analyte	Analyte			a	b	c	d	
	Code	Code							
			Microbiology	CFU / mL				CFU / mL	
Drinking Water	0254	2500	Total Coliform ^{12,13,14}		Nine out of ten correct with no false negatives				Not Applicable
Drinking Water	0255	2530	Fecal Coliform ^{12,13,14}		Nine out of ten correct with no false negatives				Not Applicable
Drinking Water		2525	E.coli ^{12,13,14}		Nine out of ten correct with no false negatives				Not Applicable
				CFU (MPN)/mL				CFU (MPN)/mL	
Drinking Water	0258	2555	Heterotrophic Plate Count (MF, PP) ¹⁵	5 to 500	Log transform Mean ± 2 SD				2
Drinking Water	0258	2555	Heterotrophic Plate Count (MPN) ¹⁶	5 to 500	Log transform Mean ± 2 SD				2
				CFU (MPN)/100 mL				CFU (MPN)/100 mL	
Drinking Water		2525	E.coli (MF) ¹⁵	20 to 200	Log transform Mean ± 2 SD				2
Drinking Water		2525	E.coli (MPN) ¹⁶	20 to 200	Log transform Mean ± 2 SD				2
Drinking Water	0255	2530	Fecal Coliform (MF) ¹⁵	20 to 200	Log transform Mean ± 2 SD				2
Drinking Water	0255	2530	Fecal Coliform (MPN) ¹⁶	20 to 200	Log transform Mean ± 2 SD				2
Drinking Water	0254	2500	Total Coliform (MF)¹⁵	20 to 200	Log transform Mean ± 2 SD				2
Drinking Water	0254	2500	Total Coliform (MPN)¹⁶	20 to 200	Log transform Mean ± 2 SD				2

Attachment C Charge for Chemistry FoPT Subcommittee

TNI PT Board Subcommittee for Chemistry FoPTs

Draft Subcommittee Charge:

The 2003 version of the NELAC Standards, Appendix C.1 to Chapter 2 requires the PT Board to review analyte acceptance limits on an annual basis, for limits that have been set by this Board. Some acceptance limits are set in regulations by US EPA, such as at 40 CFR Part 141 for Drinking Water matrix Fields of Proficiency Testing (FoPTs). The other accreditation analytes, experimental analytes, and acceptance limits were set by the PT Board when it was under the auspices of the National Environmental Laboratory Accreditation Conference (NELAC). Since then, NELAC was involved in the process of becoming self-sufficient, and the current PT Board heads one of the core programs established within The NELAC Institute (TNI). During this time, no further work has been done in reviewing the acceptance limits for PT samples issued for Chemistry FoPTs.

The charge for this Subcommittee is to provide a consensus recommendation to The NELAC Institute's (TNI) PT Board on the listing and contents for a Fields of Proficiency Testing (FoPTs) accreditation tables and experimental analytes tables for Chemistry analytes. This Subcommittee is asked to provide a consensus recommendation as to the recommended concentration ranges, PT Reporting Limits, and acceptance criteria for each FoPT to be listed or added. The Subcommittee is also asked to provide formulation recommendations for these PT samples, so that this Table will satisfy or surpass any applicable US EPA requirements under the Safe Drinking Water Act or the Clean Water Act.

The PT Board has developed a Standard Operating Procedure (SOP) for evaluating PT acceptance limits, which the Subcommittee should use unless any departures from the SOP can be justified. In addition, it was brought to the PT Board's attention that Accreditation Bodies are not implementing consistent requirements for accredited laboratories to analyze the Experimental analytes; therefore, this Subcommittee should make every effort to elevate the analytes in the Experimental tables to the Accreditation analytes tables.

The NELAC Standards currently require PT acceptance criteria to be devised from PT data from at least 20 valid PT studies with at least 10 participant laboratories in each study. The Subcommittee will need PT data from accredited providers, preferably within the last 3 years, to base its recommendations. The Subcommittee should advise the PT Board as soon as practicable if insufficient PT studies or inadequate PT data are made available to accomplish the work requested in this charge.

I recommend that the Subcommittee be convened to an introductory teleconference to verify that all requests for consensus recommendations are clearly defined and understood by all the members. I will be happy, as Chair of PT Board, to organize this first teleconference, lead the preliminary discussions, and ascertain the number meetings and meeting frequency that may be needed. Please let me know what your schedules are during the first two weeks of October so that I can organize the best time for all.

Afterward, I hope that the Subcommittee will be able to operate independently without undue influence from the PT Board. If the Subcommittee requests, other members of the PT Board can participate in your meetings, either as an observer or to provide information as needed.

I do not feel a need to impose any particular deadlines at this time. Even though we would like to receive recommendations sooner rather than later, the PT Board prefers good (quality) recommendations over hasty recommendations. Thank you very much for your willingness to serve on this Subcommittee, and the PT Board looks forward to receiving your recommendations when ready.

Sincerely yours,
Carl C. Kircher, Chair
TNI PT Board

Attachment D

Action Items – TNI PT Board

	Action Item	Who	Expected Completion	Actual Completion
6.	Post Meeting Minutes to Website	Ilona	9/25/08	
7.	Contact Board members not present at the 9/18 meeting regarding vote on the update to the DW FoPT Table. Forward results of vote to Carl.	Ilona	9/25/08	
8.	Gather additional names for newly formed Chemistry FoPT Subcommittee.	Carl	10/16/08	
9.	Contact Microbiology Subcommittee members and let them know about the dissolution and thank them for their service.	Carl	9/25/08	
10.	Let the new Chemistry FoPT Subcommittee know that information is available from NY regarding extraction/prep methods and PT results.	Carl	When Chemistry FoPT Subcommittee is formed.	
11.	Ensure that the concern on how to communicate new information (such as FoPT Table Updates) to users beyond TNI is brought up at the next Assessor Forum call.	Carl	9/25/08	
12.	Send an e-mail to the TAC and Advocacy Chairs to enlist their help in the best way to communicate updates to users beyond TNI.	Ilona	9/25/08	
13.	Contact potential new Board members and check on their availability and willingness to serve.	Carl	10/16/08	
14.	Contact Randy (A2LA) to set up a time and date for their office visit.	Carl	10/16/08	
15.	Distribute questions from LASC to the Board members and request feedback that will be forwarded to Carl.	Ilona	9/25/08	

Attachment E

Backburner / Reminders – TNI PT Board

	Item	Meeting Reference	Comments
1	Check with the PT providers to confirm there are no objections to using their data to compare Performance Range vs. Existing Acceptance Criteria.	9/18/08	This discussion will be added to the Miami meeting agenda.
2			
3			
4			
5			