

TNI PT Board Meeting Summary June 3, 2010

1) Roll call and approval of minutes:

Chairman Eric Smith called the TNI PT Board meeting to order on June 3, 2010, at 1:02 PM EST. Attendance is recorded in Attachment A – there were 7 Board members present on the call. Associate members Jeff Lowry and Randy Querry were also present.

Minutes from the May 20th meeting will be reviewed at the next meeting. This is a special meeting called to focus on the PTPA Evaluation SOP.

2) PTPA Evaluation SOP

Carl Kircher's Comments:

Eric reviewed Carl Kircher's e-mail comments:

Dear Fellow PT Board Members:

I have completed my review of the latest draft of the PTPA Evaluation SOP, and I offer the following comments and corrections. Otherwise, I think the SOP is ready for approval, hopefully ASAP.

COMMENT: Section 3.0 says that the PT Board shall have arrangements to develop and maintain a database for the oversight of PT Providers. Since the PT Board is allowing one recognized PTPA (A2LA) to set up and maintain the database, should the expenses for that database maintenance be deducted from that PTPA's annual fees to TNI? This issue may be beyond the PT Board's purview, but it should be brought up before the TNI Board of Directors.

Curtis agrees this is an issue, but that it probably does not impact the Evaluation SOP. There are functions that the PTPA has to do that relate to the database. Do they need to develop a separate database? Is there another way to deal with this?

The PT Board will start to look at options and bring this to the TNI Board in the upcoming months.

Editorial Change: Section 5.4, second paragraph, third line: Eliminate the apostrophe on the word "organizations."

Editorial Change: Section 5.5, last paragraph, next-to-last line: Cross out and eliminate the second and last occurrence of the word "in."

Substantive Consideration: Section 5.10, last paragraph, last line: Should add SSAS to the reference for NELAP, to read in the last line, "NELAP and SSAS Programs."

Eric wants to hold on adding NEFAP at this time. Ilona will forward this document to the NEFAP Board for comment. Is there any language that needs to be added at this time to accommodate the NEFAP Program?

Substantive Consideration: Application, Section III, item #3: Should the "NELAC Standards" be changed to Volumes 3 and 4 in the TNI Standards?

Yes.

Editorial Change: Application, Section III, item 10, NOTE: Items start with #4, 5, and 6. Should these be #1, 2, and 3?

Substantive Consideration: Application, Section V: We probably should add clarifying language that the initial \$4500 fee does not apply if the organization is already evaluated and recognized by the PT Board and TNI as a PTPA. Recognized PTPAs just need to remit the annual fees (i.e., no initial \$4500 fee with each renewing application).

Actual dollar figure should not be placed in the SOP. This should be stricken out of Section 4.

Other SOP Comments:

- Should the Application be placed in the SOP (Section 5)? The application could be posted on the TNI website and/or the application in Section 5 could be referred to as an example.

Randy noted that A2LA has not yet completed their renewal application. A2LA would not include an example of the application in the SOP – only reference that it is on the website. The Board agreed that the application should be taken out of the SOP. The SOP will be updated as needed and Ilona will find out where on the website the application will be made available.

Since the application will no longer be in the SOP, the list of supporting documentation listed in the application will need to be added to the SOP. This will be added to Section 4.

- Randy noted:

Section 5.1 – Discusses conflict of interest. There should be some statement that a team member needs to disclose any possible conflicts of interest. Provide examples of what a conflict of interest might be.

Section 5.7 – Recognition of a PTPA. Conflict of interest (COI) is not mentioned in this section. The PT Board will review all information from the PTPA Evaluation team. Would members with a conflict of interest be involved in the review process? Would they be allowed to vote? Eric would prefer that

they excuse themselves from the process. A2LA allows an applicant to review the list of Council members and state if they have concerns that a Council member has a conflict of interest and that they prefer they not be included in deliberation. The list is provided to the applicant when they receive the assessment report. This helps to identify a COI early in the process.

The PT Board agreed it would be appropriate for an applicant to review the list of PT Board members. The applicant may express concern about a PT Board member and the PT Board Chair will take the concerns under consideration. The PT Board member may be asked not to participate.

Section 5.7 – Review of findings. Is there a process for the PTPA if they have an appeal. A Dispute Resolution SOP will need to be prepared. Ilona will forward the NEFAP Dispute Resolution SOP when it is finalized.

Voting Options:

PT Board members would like to see the changes made to the SOP before they vote. The changes include:

- Remove the application.
- Make editorial changes suggested in Carl's comments.
- Make additional editorial changes – fix attachments numbers due to removal of application.
- Remove reference to payment.
- Add documentation listing to Section 4.

Eric would like to finalize the SOP within the next two weeks. Changes will be made and distributed tomorrow. The effective date will be determined after the Policy Committee has reviewed the SOP.

A motion was made by Curtis to approve the SOP with the changes outlined on the call today. The motion was seconded by Carl.

Eric will distribute the SOP for an electronic vote within the next day.

3. FoPT Tables

There was some additional conversation about changing the effective dates on the FoPT tables based on the NELAP Board's extended review. This will be re-visited at the next PT Board meeting.

4. New Items

- None.

5. Open Action Items

See Attachment B.

6. Next Meeting

The next meeting of the PT Board will be Thursday, June 17, 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 2:15 EST. (Motion: Gary Second: Curtis Unanimously approved.)

Attachment A

Participants TNI Proficiency Testing Board

Members	Affiliation	Contact Information
Eric Smith, Chair (2009) Present	TestAmerica	615-726-0177 x1238 eric.smith@testamericainc.com
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
Amy Doupe Absent	Lancaster Laboratories, Inc.	717-656-2300 x1812 aldoupe@lancasterlabs.com
Steve Gibson Present	Texas Comm. on Env. Quality	512-239-1518 jgibson@tceq.state.tx.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
Carl Kircher Present	Florida DOH	904-791-1574 carl_kircher@doh.state.fl.us
Stacie Metzler Absent	HRSD	757-460-4217 smetzler@hrsd.com
Matt Sica Present	State of Maine	207-287-1929 matthew.sica@maine.gov
Curtis Wood Present	Environmental Resource Associates	303-431-8454 cwood@eraqc.com

Attachment B

Action Items – TNI PT Board

	Action Item	Who	Expected Completion	Actual Completion
17.	Work on language for new TNI policy based on NELAC Policy #16 and EPA Criteria Document.	Chuck	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	2/18/10	Next call’s agenda. New item for May.
102	Highlight analytes that are listed more than one time in FoPT tables.	Curtis	6/15/10	NPW Table We want this before we submit this table to the NELAP Board.
114	Review SOW to see if an update is needed to provide data from the database.	Randy	5-20-10	Per section 2.7 they need written permission from the PT Providers. Send language to Eric.
122	Forward PT Board SOPs to the Policy Committee.	Eric	6/17/10	
123	Update SOP 4-104 and distribute to Board Members for review.	Eric	6/3/10	Complete
124	Find out where PTPA Application will be placed on the TNI website.	Ilona	6/17/10	
125	Update SOP to reflect changes discussed on the call. Distribute for electronic vote.	Eric	6/17/10	

Attachment C

Backburner / Reminders – TNI PT Board

	Item	Meeting Reference	Comments
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	