

## **TNI PT Board Meeting Summary July 16, 2009**

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

Chairman Eric Smith called the TNI PT Board to order on July 16, 2009, at 1:00 PM EST. Attendance is recorded in Attachment A. Associate members, Dan Tholan (A2LA), Chuck Wibby and Shawn from ERA, were also present. The meeting was adjourned at 2:15 PM EST (Motion made by Carl, seconded by Curtis and unanimously agreed upon.)

Minutes from the June 18, 2009 meetings were distributed to PT Board members for review and comment. The following change was requested: Item # 5 - Add “of Chapter 2 of the NELAC Standard” immediately following “Appendices E-H”. A motion to approve the minutes with the change was made by Gary. Second: Carl Unanimously approved. Ilona will post these minutes to the website.

### 2. SOPs

In the future, the effective date of an SOP needs to be set after the TNI Board has reviewed and approved it. SOP 4-001 will still have an effective date of the last meeting.

Alfredo is concerned about the use of the term “guideline” in SOP-4-001. Is it a recommendation or is it a requirement? Should we make the changes now or wait until the Policy Board completes their review of the SOP? PT Board members felt the review should be completed before the Board updates the SOP.

Our SOP talks about the submission of data from the PT Providers, but we should probably clarify the procedure. Eric asked Carl if he could provide this language. We now need 20 valid participants and 10 PT studies – is this only relevant to analytes that we want to add to the table or does this apply to all updated limits? The way the SOP is currently written, data received from a provider that does not include the number of participants in a study ... can not be used. Chuck felt the current standard does not specify the number of participants needed for continuing to update analytes already included on the tables. Dan pointed out that many of the limits are now being updated based on fixed limits, so the issue of number of participants and studies will be less important.

The SOP states that all studies with an “n” of less than 20 should be eliminated. This is what Jeff did when he evaluated the data for the Chemistry FoPT Subcommittee. Does this need to change? This will be taken under consideration when the SOP is updated.

Iлона will post the new SOP on the PT Board website.

### 3. San Antonio Meeting

Brian Boling will give a 10 minute presentation on the status of the Chem FoPT Subcommittee. Eric will contact RaeAnn and see if she can give an update at the meeting or provide a member to give an update. The WET FoPT tables went into effect last April to be ready for the DMRQA. Carl should know soon whether he will be able to attend. If he is able, he can present for the Air FoPT Subcommittee. He will discuss the need for Air PTs and give a brief summary of their work for SSAS.

The new SOP will only be briefly mentioned. Eric will provide a PowerPoint to give people a review of what the PT Board has been working on. This will include the SOP, A2LA SOW, and the A2LA assessment. We will also spend some time talking about Experimental PTs. The issue on Experimental PTs has come up in a number of conference calls the last few weeks, so people are interested in what is happening. Eric commented that the Board has not really had an opportunity to discuss where we are headed, but this is something we will be doing over the next 4-6 months.

Dan will give a presentation for A2LA to summarize their activities. 10 minutes.

The PT Expert committee wants 45 minutes for PT Frequency and 30 minutes for TIAs.

### 7. New Business:

1. Dan commented that A2LA will use both the 2003 and TNI standard for their early assessments starting in February. This way they won't have to perform multiple assessments. A2LA will plan to send new checklists to the PT Board for review in Fall. Dan will include this information in his presentation in San Antonio.

Gary asked if Dan could highlight changes to the checklist when they send it to the PT Board and PT Providers. Dan was OK with this.

### 8. Open Action Items

The Action Items table was reviewed and updates were made directly into the table.

### 9. Next Meeting

The next meeting of the PT Board will be Thursday, August 20, 2009, at 1pm EST.

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

**Attachment A**

**Participants  
TNI  
Proficiency Testing Board**

<b>Members</b>	<b>Affiliation</b>	<b>Contact Information</b>
Eric Smith, Chair (2009) <b>Present</b>	TestAmerica	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>
Gary Dechant <b>Present</b>	Analytical Quality Associates, Inc.	970-434-4875 <a href="mailto:gldechant@aol.com">gldechant@aol.com</a>
Amy Doupe <b>Present</b>	Lancaster Laboratories, Inc.	717-656-2300 x1812 <a href="mailto:aldoupe@lancasterlabs.com">aldoupe@lancasterlabs.com</a>
Steve Gibson <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>
Svetlana Isozamova <b>Present</b>	Accutest Laboratories – Southeast Division	407-425-6700 <a href="mailto:svetlani@accutest.com">svetlani@accutest.com</a>
Michella Karapondo <b>Present</b>	USEPA	513-569-7141 <a href="mailto:karapondo.michella@epa.gov">karapondo.michella@epa.gov</a>
Carl Kircher <b>Present</b>	Florida DOH	904-791-1574 <a href="mailto:carl_kircher@doh.state.fl.us">carl_kircher@doh.state.fl.us</a>
Stacie Metzler <b>Present</b>	HRSD	757-460-4217 <a href="mailto:smetzler@hrsd.com">smetzler@hrsd.com</a>
Matt Sica <b>Absent</b>	State of Maine	207-287-1929 <a href="mailto:matthew.sica@maine.gov">matthew.sica@maine.gov</a>
Curtis Wood <b>Present</b>	Environmental Resource Associates	303-431-8454 <a href="mailto:cwood@eraqc.com">cwood@eraqc.com</a>

**Attachment B**

**Action Items – TNI PT Board**

	<b>Action Item</b>	<b>Who</b>	<b>Expected Completion</b>	<b>Actual Completion</b>
10.	Let the new Chemistry FoPT Subcommittee know that information is available from NY regarding extraction/prep methods and PT results.	Carl / Ilona	When Chemistry FoPT Subcommittee is formed.	Describe what this is. Soil in metals too? SVOA.
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.	
31	Update PTPA Review SOP.	All	After San Antonio Meeting	
42	Submit modified footnote based on the micro discussion during the 3/19/09 meeting.	Eric	Before tables are finalized.	
55	Carl reminded the group that the A2LA Scope needs to reflect Vol 3 and Vol 4 when the Standard is finalized. Dan thinks this has been covered, but he will confirm.	Dan will remind Randy.	8/10/09	
58	Carl noted that Appendices E-H were not addressed in the TNI standard. Eric will bring this up with Kirstin (Chair, PT Expert Committee).	Eric	8/10/09	
59	SOP 4-001 talks about the submission of data from the PT Providers, but the procedures need to be clarified. Eric asked Carl if he could provide this language.	Carl	9/09	
60	Post SOP 4-001 on the PT Board's website when finalized.	Ilona	9/09?	
61				

**Attachment C**

**Backburner / Reminders – TNI PT Board**

	<b>Item</b>	<b>Meeting Reference</b>	<b>Comments</b>
2	Finalize the SOP for Evaluating Updated Limits. The Board will work on an update based on the Experimental PT decision. If this update is not completed by 3/09, go ahead and finalize the version the Board voted on electronically.	1/14/09	Complete.
3	Send A2LA a formal request to ask PT Providers if PT data can be shared with the Board. Needs to be done before 8/09.	1/14/09	San Antonio
4	Contact Jerry Parr: - Explore possibilities of making changes to the 2003 NELAC Standard requirements. (Moved from Action Table 7/16/09.)		Tabled until Chem FoPT Subcommittee is complete and we know what the issues are.
5			