

## **TNI PT Board Meeting Summary September 17, 2009**

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

Chairman Eric Smith called the TNI PT Board to order on September 17, 2009, at 1:00 PM EST. Attendance is recorded in Attachment A. Associate members, Randy Querry, Jeff Lowry and Chuck Wibby were also present. The meeting was adjourned at 2:35 PM EST (Motion – Curtis, Second – Carl. Unanimous approval.)

Minutes from the last meeting (August 20<sup>th</sup>) and the special meeting on September 3<sup>rd</sup> were reviewed. Carl and Curtis suggested some additional wording to clarify implementation of FoPTs for PT Providers in the August 20<sup>th</sup> minutes. Eric suggested a wording change to Section 5 and an addition to Section 6 in the September 3<sup>rd</sup> minutes. Carl motioned that the minutes for the August 20<sup>th</sup> and September 3<sup>rd</sup> meetings be accepted with the changes noted above. Steve seconded the motion. It was unanimously approved and the final minutes will be forwarded to the webmaster.

### 2. Acceptance Limits SOP

Comments:

Section 3A pg 7 – top: Curtis commented that there is a need to add something about having to go back through the PTOB.

Section 2.1 - Second Paragraph: Jeff Lowry confirmed that this paragraph needs to be revised. What is written is not correct. A2LA does not give the data to the FoPT Subcommittee. Add something to the third paragraph too. Curtis will write up some suggested language and forward it to the PT Board.

*(Language suggested:*

*Proposed text for Section 2.1 third paragraph:*

*The raw data shall only be available to an accreditation body (AB) member of the FoPT subcommittee or the TNI PT Board. This AB member shall sufficiently mask the data so as to not identify the PTPs or the dates of the PT studies, to preserve confidentiality to the PTPs and to participant laboratories. Once the data has been masked, it can be submitted to the other members of the FoPT subcommittee.)*

Page 10 – note  $\frac{3}{4}$  down: Get rid of “in the accreditation table”.

Section 10: The revision table needs to be updated.

Eric distributed draft language for the NELAP Board letter to the PT Board. He is suggesting that new analytes with insufficient data be addressed by using mean  $\pm$  3 standard deviations. Is this clearly spelled out in the SOP? Carl commented that it is an option in the SOP. Curtis felt this should be a requirement to ensure that labs are not scored “unacceptable” unfairly. Chuck suggested if it is left at mean  $\pm$  2 or 3 standard deviations, that the ChemistryFoPT subcommittee can make an additional recommendation that the limits can not be tighter than a specific limit.

Action Item: Curtis will distribute language he is proposing and then Eric will update the SOP for distribution to the group. We will try to vote via e-mail.

### 3. Experimental Analyte Count

Section K – added a sentence in second paragraph on page 11 for contingencies where they have smaller data sets.

### 4. Draft Notification Letter to the NELAP Board

Eric received no recommended changes from the PT Board via e-mail. Jeff reviewed the language on the call and agreed that it was acceptable.

Eric will send it to the NELAP Board by Friday, 9-18-09. Carl suggested that Eric add a response deadline– October 5, 2009.

### 5. Status on Problematic Analytes

The Chemistry FoPT Subcommittee is still working on DW VOAs. Carl asked if the subcommittee needs to wait until the PT Board adopts the SOP before they can continue? Should the subcommittee stop everything and start working on the analytes that are on the Experimental Tables?

The Board discussed the various options. Will the subcommittee just apply the mean  $\pm$  3 standard deviation rule to all the analytes on the experimental tables to expedite the process? Or is it important that we look at the problem analytes and look for possible analytes to drop? We only have about 2 months. Jeff’s concern is that if there is sufficient data ... we should calculate real limits – not just use the default discussed above. Jeff would prefer to give the subcommittee some flexibility to determine when they are out of time and need to use a default.

Need to have everything done by January– with an effective date on or before September 1, 2009.

The Chemistry FoPT Subcommittee should reformat the tables and set mean  $\pm$  3 standard deviations for all experimental analytes and move them to accreditation

tables. As the group gets to them they can change them to real limits. This needs to be done now. The PT Board needs to receive all tables by the Nov 19<sup>th</sup> meeting so the PT Board can review the tables before finalization. Eric will put this in writing and send it to the PT Board members for comment. A final will be distributed to the Chemistry FoPT Subcommittee. This will include deadlines.

#### 6. Membership –

Curtis (Other), Carl (AB) and Eric (Lab) are slated to rotate off, but all three are eligible for renewal.

Eric sent out an e-mail on 9-17-09 with updated information from Jerry on the process to renew PT Board members. The PT Board can vote on renewing members before the PT Board announces any open spots. Curtis suggested that the vote happen via e-mail (majority vote.)

Eric asked each of the rotating Board members to let the group know if they would like to renew their membership:

Carl – Flexible. It is OK to renew his membership, but it is also OK if there are new people who would like serve. If he steps down he would recommend Brian Boling to replace him.

Curtis – Is open to serving again. If not, need another PT provider.

Eric – Is also interested in serving again.

A motion was made by Steve to keep the three current members who are scheduled to rotate off the PT Board, on the PT Board. This motion was seconded by Matt. Ilona will distribute this motion to the members for a vote. Carl, Curtis, and Eric can vote too, but they must abstain from their own renewal vote. A vote will be finalized by September 28, 2009.

#### 7. Additional Meetings

If rotating members are given a second term, no meeting is needed. If anyone is not renewed, a meeting will be needed.

Is an additional meeting needed for discussing the FoPT Tables? Eric is proposing an additional Nov 5<sup>th</sup> meeting. The group agreed.

#### 8. New Items

- PT Caucus. Eric suggested one final caucus/informational session in January. We will also have a PT Board meeting in January.
- Findings and recommendations from the Micro FoPT Subcommittee should be reviewed. We are now using the new TNI standard. This will be added to the next agenda.

- SSAS documents. Randy asked whether the checklists have to be reviewed by the PT Board? Randy will e-mail 3 documents to the PT Board within the next week. This will be reviewed and voted on at the October meeting.

#### 9. Open Action Items

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

#### 10. Next Meeting

The next meeting of the PT Board will be Thursday, October 15, 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>Absent</b>	Analytical Quality Associates, Inc.	970-434-4875 <a href="mailto:gldechant@aol.com">gldechant@aol.com</a>
Amy Doupe <b>Absent</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>Absent</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>Absent</b>	HRSD	757-460-4217 <a href="mailto:smetzler@hrsd.com">smetzler@hrsd.com</a>
Matt Sica <b>Present</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.	Looking for volunteer to help Chuck.
31	Update PTPA Review SOP.	All		Move to Backburner table.
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.	9/17/09	Complete as per Randy.
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). Result: They are drafting interim standard language that they plan to address in the fall.	Eric	9/17/09	Complete
60	Post SOP 4-001 on the PT Board's website when finalized.	Ilona	When finalized.	
62	Request new A2LA Checklist.	Eric	9/30/09	
64	Fix typo in WS Table.	Eric	10/19/09	
65	Is PT Board membership limited to 10 or 15. PT Board's operational SOP 4-003 states 15, but document Ilona saw stated 5-10.	Ilona	10-15-09	
66	Review SSAS documents forwarded by Randy Query. Must be prepared to vote in October 15 <sup>th</sup> meeting.	All	10-15-09	

	<b>Action Item</b>	<b>Who</b>	<b>Expected Completion</b>	<b>Actual Completion</b>
67	Distribute e-mail vote for PT Board Membership. Members must vote by 9-28-09.	Ilona	9-28-09	
68	Update "Limit Update SOP" and forward to PT Board for review and possible e-mail vote.	Eric	10-15-09	

**Attachment C**

**Backburner / Reminders – TNI PT Board**

	<b>Item</b>	<b>Meeting Reference</b>	<b>Comments</b>
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	
5			