

TNI PT Program Executive Committee Meeting Summary

January 16, 2014

1. Roll call and approval of minutes:

Chair, Stacie Metzler, called the TNI PT Program Executive Committee (PTP EC) meeting to order on January 16, 2014, at 1:06 PM EST. Attendance is recorded in Attachment A – there were 10 Executive Committee members present. Associate members present: Patsy Root and Jeff Lowry.

The meeting minutes from November 2013 and December 2013 were reviewed. A motion was made by Susan to approve the November and December minutes. The motion was seconded by Jennifer and unanimously approved.

2. Committee Leadership

Stacie and Eric will be stepping down from their Chair roles and new nominations for Chair and Vice-Chair are needed. The committee would like to vote new leadership into place in Kentucky. Stacie asked people to contact her with any questions about these roles.

3. FoPT Table Subcommittees

Chemistry FoPT Subcommittee:

Carl and Dan Dickinson are handling the compilation of new data for FoPT updates. The first sets of data were reviewed at the last Chemistry FoPT Subcommittee meeting.

There are 3 providers getting information to Carl for consideration of the analyte application.

Microbiology FoPT Subcommittee

Susan has three questions for the PTP EC.

1. The methodology used to validate/verify PT samples by PT providers is not consistent. Should the committee look at specifying methods?
2. To set ranges – should actual data be used? Other limits have been set based on methodology.
3. There is a concern about higher cost of samples if concentration ranges are set. Should this be done?

Susan will send out an e-mail to get feedback from the committee and then it can be discussed in Louisville.

The subcommittee asked about voting procedures. It was confirmed that the subcommittee only needs to vote with a simple majority – the PTPEC has other voting procedures for approving FoPT tables.

Iona will follow-up on the question about whether chairs have a vote. Should they only vote if they are swaying a vote?

Susan will get slides for the presentation in Kentucky to Stacie by Thursday.

4. Formal Compliant (TNI #14)

Stacie prepared the response to the complaint and ERA has received it. Stacie was thanked for her response and no additional requests were made.

Stacie asked the committee what the next steps should be:

- Contact the AC and see if they would be open to adding the headers back in.
- Work directly with the PT Providers if any questions arise.

Andy re-emphasized that the headers are a critical topic and he would like to seem them added back into the FoPT table.

A few PT Providers were on the call and Stacie asked if any providers had any other issues. No other issues were raised.

Conclusion: Footnote 18 is being removed from the table that is currently posted and Stacie is having the table reposted. The title of the table will be corrected too. “NELAC” will be changed to “TNI/NELAP”. The table will be Rev 2 and Stacie will send it to William for posting.

Nicole wanted to be sure the committee does not forget about the bis(2-chloroisopropyl)ether naming issue. There is a letter from ELAB that Patsy will forward for posting on the PTP EC document part of the website. Patsy commented that ELAB heard back from several EPA offices and everyone was in agreement with the letter prepared by ELAB.

5. SOP Subcommittee

The subcommittee is working on the SOP to update acceptance limits. It will not be included in the Kentucky agenda because it will not be complete. Stacie expects that the SOP DRAFT will be available in late March 2014.

6. Subcommittee Updates

FoPT Table Update

The subcommittee is finalizing its charter.

Discussion: The charter states the FoPT tables are not based on technology. Jeff Lowry disagrees because Naphthalene is on the table 3 times because of different technologies. Should the wording be “to align the intended technologies for each FoPT”? There was general agreement. Jeff suggested changing the wording to something along the lines of: ... even though the tables are based on technologies, it is not documented. Jennifer will update the charter and it will be reviewed and finalized in Kentucky.

PT Program Evaluation

A new chair is needed for this subcommittee. It may be possible to handle this through a few committee meetings if a subcommittee cannot be formed.

7. Kentucky

The opening General Session will be handled more as a membership meeting. Stacie will cover the charter and provide information on past accomplishments and future plans.

Members planning to be in Kentucky: Andy, Matt, Stacie, Nicole, Susan by phone, Jennifer by phone, Michella, and Pasty will join in for the micro section,

There are members and associate members who would like to participate in the call via phone: Susan, Jeff, Ron, Joe and Jennifer.

8. Metribuzin

Stacie sent out an email with information to the committee. Andy commented that the Chemistry FoPT Subcommittee should be contacted to find out why the limits were changed.

Andy commented that his limits are consistent with the limits being set by the Chemistry FoPT subcommittee. He asked if the concern may actually be a PT provider bias.

A complaint about how a PT was scored would go directly to the PT Provider.

Pat found that acceptance rates dropped from 90 to a high 80's percent for some studies after the new limits were put in place.

The first action on this concern will be to request information from the Chemistry FoPT Subcommittee. Stacie will also ask the PTPAs if they can provide information on a change in failure rates for the analyte.

Additional Comments: When new FoPT tables are effective, someone should be checking on failure rates. This could be part of the Program Evaluation? This emphasizes the need for the PT Program Evaluation Subcommittee.

9. New Business

None.

10. Action Items

- See Attachment B.

11. Next Meeting

The next meeting will be in Kentucky on January 27, 2014 at 1:30pm. Ilona has requested a phone line for the subcommittee chairs that cannot attend and will be checking on additional phone lines.

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

The meeting was adjourned at 2:26pm EST. Andy motioned Nicole 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) VICE-CHAIR Absent	ALS Environmental	904-394-4415 eric.smith@alsglobal.com
Justin Brown (2011) Present – Joined late	Environmental Monitoring and Technologies, Inc.	847-875-2271 jbrown@emt.com
Susan Butts (2012) Present	South Carolina DHEC	(803)896-0978 buttse@dhec.sc.gov
Carl Kircher (2010) Absent	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
Ron Houck Present	PA DEP	Need Information
Matt Sica Present	ACLASS	Need Information

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	
213	Update FoPT Subcommittee lists and give to Ilona for corrections on the website.	Stacie	Next Meeting	
214	Update Tin, Total Xylene and Total Cyanide on FoPT tables and submit for approval.	Carl Stacie	Next Meeting	In Progress
217	Cyanide and Footnote 15 needs to be updated on the DW table. There is a question about analyte code. This needs to be researched and a proposed update made to the PTP EC to complete this action item.	Michella	January Meeting	

	Action Item	Who	Expected Completion	Actual Completion
218	Complete response to Complaint #14.	Stacie, Eric, Ilona	12/31/13	Complete
219	Send application and information for new analytes to Chemistry FoPT Subcommittee.	Stacie	12/31/13	Complete
220	Update NPW FoPT table (delete Footnote 18 and add title correction) and send to William for posting.	Stacie	1/27/14	
221	Update FoPT Table Subcommittee charter/mission for approval in Kentucky.	Jennifer	1/27/14	
222	Metribuzin – Request information from Chemistry FoPT Subcommittee and PTPAs.	Stacie	1/27/14	
223				
224				

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	
13	Charter needs to be updated in November.	Ongoing	