

## **TNI PT Program Executive Committee Meeting Summary**

**October 15, 2015**

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

Chair, Maria Friedman, called the TNI PT Program Executive Committee (PTPEC) meeting to order on October 15, 2015, at 1:04PM Eastern by teleconference. Attendance is recorded in Attachment A – there were 8 Executive Committee members present. Associate Members: Rob Knake, Carl Kircher and Shawn Kassner (1:35pm).

Maria reviewed the agenda for today's meeting.

The September minutes were reviewed. A motion was made by Joe to approve the September 24, 2015 minutes as written. The motion was seconded by Susan and unanimously approved. The minutes will be posted on the TNI website.

### 2. Chair Update

- NPW and SCM FoPT tables have been submitted for posting and the posting will be noted as a NEWS item on the TNI website.
- Maria met with the PT Expert Committee regarding comments on Volume 3 and 4 of the Standard. The PTPEC will have an SOP to describe how data is obtained for FoPT table updates. Maria and Ilona had met previously with PT Providers and PTPAs to discuss this process. TNI is looking at developing a database for PT Providers to upload data to. Only William (IT) will know who the data comes from and all people who review the PT data will need to sign confidentiality statements. Maria requested that some reference to this process be added to the Standard, but the PT Expert Committee wanted more specific wording. They felt the suggested language was too general. Maria has asked to pull the PT Providers and PTPA's together to develop more specific language for the Standard.

### 3. WETT FoPT Table

Maria provided the following note to Rami with follow-up from Rami:

Maria:

*At the 9-24-2015 PTPEC meeting, we discussed the WETT FoPT Table and decided to vote on an updated table (without "Footnote 3") while DMR-QA*

*deliberates the changes your Expert Committee proposed to the DMR-QA instructions. Before voting, the PTPEC asked me to update the latest draft WETT FoPT Table to remove Footnote 3 and restore the earlier footnote numbers for clarity. In looking at the footnote numbers, an issue arose.*

*Footnote 6 "Proficiency Study Values (AV)" and Footnote 7 "Proficiency Testing Acceptance Limits" are not referenced in the FoPT Table. This appears to have been an oversight in the 2009 version of the FoPT table, since those footnotes are not referenced in the 2009 table either. In order for the footnotes to be retained, they need to be referenced.*

*Do you have any information on whether these two footnotes must be retained, and if so, where the references to them should be placed in the table? Please let me know. I am preparing for this Thursday's PTPEC meeting and we would like to vote on the table and send it on to the NELAP AC as soon as possible.*

Rami:

*I think those footnotes should just be 'notes' as there is no reference in the table to refer them to.*

*i.e., they should be retained as they appear to be instructions for the PTPs regarding grading the WET results. You have a couple PTPs on your committee so hoping they can clarify.*

Maria asked the committee to consider this information. Ilona noted that there have never been notes on the tables before. Maria commented that it could be put in the header. Eric suggested putting the Footnote under Analyte since analyte is being referred to. Carl noted that Proficiency is spelled incorrectly in Footnote 7. After additional review, it was decided to put Footnote 6 and 7 under Technology.

Eric made a motion to add Footnotes 6 and 7 under Technology. The motion was seconded by Justin and unanimously approved.

Carl would like to see a March or April effective date to have it done before DMR QA.

Maria will amend the table with the additional footnote references and spelling correction.

Eric made a motion to approve the WETT FoPT table sent by Maria on 10/13/15 with the addition of the footnote references and spelling correction and send it to the NELAP AC for approval. The motion was seconded by Andy and unanimously approved.

#### 4. Scope for FoPT Table Format Subcommittee

Maria took the last version of the Scope and removed Goal #1. She asked the committee to review the Scope and comment.

Andy noted that there are numerous analytes that don't have a CAS number. Suspended Solids is an example. There can also be multiple CAS numbers assigned to some analytes. Eric suggested that the last sentence of the goal should be that it will be included where available. Where it is not available, nothing will be inserted.

Nicole made a motion to accept the Scope for the FoPT Table Format Subcommittee with deletion of Goal #1 and the addition of "where available" to the goal regarding CAS numbers. The motion was seconded by Eric and unanimously approved.

Maria will forward the updated Scope to Craig.

#### 5. Update Scope of Microbiology FoPT Subcommittee

Maria sent Draft language for the update to the committee on 10/13/15:

***Review the TNI FoPT Analyte Request Application submitted by Jennifer Best on 12-21-2014***

*The ARA requests a subdivision of NELAC codes 2500 and 2525 in the Drinking Water FoPT Table into codes for "MPN-multiple tube" and "MPN-multiple well" due to different sample volumes and reported values depending on the analytical method used (SM9221 vs SM9223). Evaluate the request and report back to the PTPEC, including any proposed changes to the associated FoPT Table as are deemed necessary.*

Maria asked about deleting the term "National" in the Mission statement. Ilona noted that this is what it may be called on the TNI website. Nicole confirmed it is on the website, so it will be left as is.

Nicole made a motion to accept the updated Scope for the Microbiology Subcommittee as sent by Maria on 10/13/15. The motion was seconded by Joe and was unanimously approved.

Maria will forward the Scope to Jennifer.

#### 6. Subcommittee Updates

Chemistry FoPT Subcommittee: Completed all analytes on SCM and one of the petitions. There is one more petition that needs to be completed. He is working on revising the table for PTPEC review.

WETT FoPT Subcommittee: Maria has not heard anything from Brian (DMR QA) yet.

SOP Subcommittee: The subcommittee will be meeting the third Friday of each month at 1pm Eastern. The first meeting will be October 23<sup>rd</sup>.

Microbiology FoPT Subcommittee: The committee is on hold until November.

FoPT Table Format: Committee is waiting for the Scope before they meet again.

## 7. Request for PT Exemption Form – DRAFT Review

Shawn prepared the Draft form to request PT exemptions to deal with the issue where PTs are designed at a concentration to meet the needs of specific methods, but labs are sometimes asked to use methods that are not appropriate for use given the concentration.

Nicole commented that there should be an addition of – Request Approved - “Yes or No” and “Effective Date of Approval.”

Carl thinks this process is not appropriate because AB’s cannot determine if a PT is available or not. The Standard clearly states that PTs that are available must be run.

Andy asked about using the SIR process to handle this, but Ilona noted that SIRs cannot be used to change the Standard.

Ilona reminded everyone why this DRAFT form was developed. Aaren had stated to Maria that labs can request an exemption from PTs that are not appropriate. The form was being developed to make it easier for labs to request an exemption from their AB.

Carl asked if a lab has an issue with a PT ... doesn’t this fall under each AB’s dispute protocols. Ilona noted that a lab does need to work with the AB on this issue. The form is intended to help the lab do this. Shawn confirmed a similar impression. The form is supposed to help the lab pull the correct information together to do this.

Carl noted that a state is obligated to respond to a lab’s request. Shawn read the language from the PT Standard that confirms this.

Eric asked once the form is generated ... where will it be made available. How will it be controlled? Will PT Providers give it to labs? Will the ABs give the lab the form?

Ilona noted that we have a procedure for preparing guidance in TNI. She suggested that the committee share the DRAFT with the NELAP AC to make sure other ABs are in agreement with Aaren’s comment. If there is some agreement that this form could be useful, then a Guidance document request needs to go to the Policy Committee for the

development of this guidance. It would then be housed on the PTPEC site. PTPEC would be developing a tool people can use. Shawn was in agreement.

Eric liked the example in the DRAFT form.

Maria will send the Draft form (Attachment D) to the NELAP AC to get some input so the committee can determine next steps.

## 8. Action Items

The action items were reviewed and notes and updates can be found in Attachment B.

#268 – Discussed today. Complete.

#253 – Look at the minutes on the issue dealing with Vinyl Chloride. Ilona will pull the discussion and send it to everyone to discuss at the next call. Maria has reached out to Michella. This was originally discussed in the 11-20-14 meeting minutes. It dealt with Footnote 1 and number of analytes that need to be spiked. This will be an agenda item for the next meeting.

## 9. New Business

- None

## 10. Next Meeting

The next PTPEC teleconference will be held on 11-19-15 by teleconference.

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

Maria adjourned the meeting at 2:23pm Eastern. (Motion to adjourn: Andy Second: Nicole. Unanimously approved.)

## Attachment A

### Participants

#### TNI

### Proficiency Testing Program Executive Committee

Members	Affiliation	Contact Information
Maria Friedman (2014) - <b>Present</b>	TestAmerica	949-260-3201 <a href="mailto:maria.friedman@testamericainc.com">maria.friedman@testamericainc.com</a>
Ilona Taunton, Program Administrator <b>Present</b>	TNI	828-712-9242 <a href="mailto:tauntoni@msn.com">tauntoni@msn.com</a>
Eric Smith (2010) <b>Present</b>	ALS Environmental	904-394-4415 <a href="mailto:eric.smith@alsglobal.com">eric.smith@alsglobal.com</a>
Justin Brown (2011) <b>Present</b>	Environmental Monitoring and Technologies, Inc.	847-875-2271 <a href="mailto:jbrown@emt.com">jbrown@emt.com</a>
Susan Butts (2012) <b>Present</b>	South Carolina DHEC	(803)896-0978 <a href="mailto:buttsse@dhec.sc.gov">buttsse@dhec.sc.gov</a>
Patrick Brumfield (2012) <b>Absent</b>	Sigma-Aldrich RTC	(307) 721-5488 <a href="mailto:Pat.Brumfield@sial.com">Pat.Brumfield@sial.com</a>
Nicole Cairns (2012) <b>Present</b>	NY State DOH	(518) 473-0323 <a href="mailto:nicole.cairns@health.ny.gov">nicole.cairns@health.ny.gov</a>
Joe Pardue (2011) <b>Present</b>	Pro2Serve, Inc.	423-337-3121 <a href="mailto:joe_pardue@charter.net">joe_pardue@charter.net</a>
Dr. Andy Valkenburg_(2011) <b>Present</b>	Energy Laboratories, Inc.	406-869-6254 <a href="mailto:avalkenburg@energylab.com">avalkenburg@energylab.com</a>
Ron Houck <b>Absent</b>	PA DEP	<a href="mailto:rhouck@pa.gov">rhouck@pa.gov</a>
Matt Sica <b>Absent</b>	ANAB, ANSI-ASQ National Accreditation Board	<a href="mailto:msica@anab.org">msica@anab.org</a>
Dixie Marlin (2015) <b>Present</b>	Accutest	513-309-3593 <a href="mailto:dixiem@accutest.com">dixiem@accutest.com</a>
Gil Dichter (2015) <b>Absent</b>	IDEXX Water	207-556-4687 <a href="mailto:gil-dichter@idexx.com">gil-dichter@idexx.com</a>

## Attachment B

### Action Items – TNI PT Executive Committee

	<b>Action Item</b>	<b>Who</b>	<b>Expected Completion</b>	<b>Actual Completion</b>
185	Send updated DW table with Footnote 15 to NELAP AC for approval.	Stacie  Maria	4/1/12	Stacie submitted this. Need to confirm approval. Action: Look to see if this got done. 8/20/15: Maria will follow-up.
214	Update Tin, Total Xylene and Total Cyanide on FoPT tables and submit for approval.	Carl Stacie  Ilona – Will follow-up with Stacie and minutes.	Next Meeting	In Progress Ilona will look for this stuff. 8/20/15: Maria thinks Cyanide is done, but need to find status on Xylene and Tin.
233	Review complaint process.	Maria Ilona	5/14/14	In Progress
249	Meet with PTPAs to discuss issues surrounding receiving data for FoPT Limit Updates and complaints. Determine if issue exists and whether subcommittee is needed to address this issue.	Maria	11/13/14	In progress.
251	Follow-up with Rami to provide support to solve footnote issue on WET FoPT Table.	Maria	10/30/14	Still in Progress
253	Check with EPA attorney on requirement that Vinyl Chloride cannot be “0”.	Michella	12/15/14	In progress. 8/20: Maria emailed Michella for status update. 9/24: Waiting for response from Michella.

	<b>Action Item</b>	<b>Who</b>	<b>Expected Completion</b>	<b>Actual Completion</b>
254	Review PT SOP comments by the Policy Committee and add to agenda as appropriate.	Maria Ilona Gil	TBD	Passed on to Gil for the committee.
257	Email to SOP Subcommittee regarding clarification on how limit updates due to issues should be addressed.	Maria	12/12/14	Maria prepared it, but is waiting for a chair for this subcommittee.
264	Update Complaint SOP to reflect Standard requirement that PTPA be contacted.	TBD	TBD	
268	Prepare DRAFT example template to request exceptions to running PTs.	Jeff Lowry Shawn Kassner	3/19/15	Next meeting- 4/16/15 7/14: Maria will follow-up. 8/20: Shawn will work on this for Sept Meeting (Add note about concern that AC will accept this) 9/24: Shawn sent something that Maria will review and the PTPEC will look at this in October.  COMPLETE
269	Prepare DRAFT response to SIRs after meeting with NELAP AC.	Maria	TBD	
271	Provide list of replicates and volumes from WET Subcommittee to PT Providers.	Maria	3/19/15	It gives them information about the methods that PT Provider's don't have.

	<b>Action Item</b>	<b>Who</b>	<b>Expected Completion</b>	<b>Actual Completion</b>
				8/20: Jeff asked that this be distributed to the PT Providers. Maria will take care of this.
288	Discuss possible procedural changes to how limits are updated. Talk to SOP Subcommittee.	Maria	TBD	Place on backburner. Need to look at PT database implications.
291	Review Shawn's draft and send to Committee. See #268.	Maria	10/8/15	COMPLETE
292	Update Scope for FoPT Table Update Subcommittee.		TBD	COMPLETE
293	Update FoPT tables with effective dates. Send to Ilona.	Maria	10/8/15	COMPLETE
294	Send updated FoPT tables to William for posting and notify PT Providers about posting.	Ilona	After completion of #293	COMPLETE
294	Update WETT table and send to PTPEC for final approval at next meeting.	Maria	10/8/15	COMPLETE
295	Moved from Backburner: PTPA Evaluation Checklist needs to be updated prior to next round of evaluations. (Originally discussed 8/6/13)	Gil	April 2016	
296	Moved from Backburner: Charter needs to be updated in November.	All	November 2015	
297	Moved from Backburner (originally discussed 2/20/14) : When new limits are established for the FoPTs, what is considered to be a statistically significant change to			Put back on the backburner table until database work is done.

	<b>Action Item</b>	<b>Who</b>	<b>Expected Completion</b>	<b>Actual Completion</b>
	<p>the old rates? At what point is it appropriate to question new limits? This lends to the TSS discussion a few months ago.</p> <p>Patrick commented that it would make sense to look at changes to pass/fail rates 6 months after new limits are effective. This possible addition to procedures should be evaluated when updating the limit acceptance SOP.</p>			
298	Send WETT FoPT table and Draft Exemption Form to NELAP AC with discussion.	Maria	10/22/15	
299	Send updated Scope of FoPT Table Format Subcommittee Scope to subcommittee (Craig).	Maria	10/22/15	
300	Send updated Microbiology FoPT Subcommittee Scope to subcommittee (Jennifer).	Maria	10/22/15	
301				

**Attachment C**

**Backburner / Reminders – TNI PT Executive Committee**

	<b>Item</b>	<b>Meeting Reference</b>	<b>Comments</b>
7	Add the Field PT Subcommittee to the limit update SOP during its next update.	3/4/10	In Progress
11	Evaluate how labs are accredited for analytes that co-elute.	5-19-11	
13	Charter needs to be updated in November.	Ongoing 2016	
16			

**Request for Proficiency Testing Exemption**

Laboratory Name:

\_\_\_\_\_

Address:

\_\_\_\_\_

\_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Postal Code: \_\_\_\_\_

EPA Lab ID #: \_\_\_\_\_ State Specific Lab ID: \_\_\_\_\_

Analyte/Matrix/Technology/Method:

Example: Naphthalene in ground water for EPA method 624.

Reason for Exemption:

Example: Naphthalene can be analyzed by either EPA method 624 or by EPA method 8270/625. The Non-potable Water Proficiency Testing tables lists naphthalene only in the semi-volatiles tables with a concentration range of 20-200 µg/L. The PT providers are offering naphthalene only in their semi-volatiles standards. The solvent and the associated analytes in the PT samples being offered preclude, cause interference, contamination, and/or prohibit analyzing naphthalene as a volatile analyte. The acceptance criteria and the concentration range provided in the table are based on a semi-volatile extraction technique and analysis. As such the acceptance criteria do not accurately reflect the appropriate quality control for the analysis we are performing.

Accrediting Body Response:

Accrediting Body Representative:

\_\_\_\_\_

(Print Name)

Accrediting Body Representative:

\_\_\_\_\_

(Signature)