

**TNI PT Executive Committee  
Meeting Summary  
October 21, 2010**

1) Roll call and approval of minutes:

Chairman Eric Smith called the TNI PT Executive Committee meeting to order on October 21, 2010, at 1:05 PM EST. Attendance is recorded in Attachment A – there were 4 Executive Committee members present on the call. Associate members Randy Querry and Aruna Kaveeshwar were also present.

The minutes from the September 16<sup>th</sup> meeting was reviewed and will be voted on at the next meeting.

2) Status of A2LA and ACLASS Assessments

ACLASS – Carl and Amy are reviewing responses. ACLASS does not have a comprehensive database, but they do have something in place. This will be discussed at the next meeting.

A2LA - Kirstin observed an A2LA assessment of a PT Provider. This assessment team is getting started.

3) FoPT Tables

The Chemistry FoPT Subcommittee is preparing to vote on the table updates: DW, NPW and SCM. They will be voting on both accreditation and experimental tables. The experimental tables reflect those analytes that did not meet the 2003 NELAC requirements for number of studies. The subcommittee is hoping to have these tables to the PT Executive Committee before the next meeting.

Gary asked what is being done to establish procedures for the addition of PT analytes to the tables in the future. Eric, Curtis and Stacie are working on the procedure.

4) 2010 Strategic Plan Review

The committee reviewed the plan Eric distributed by e-mail. The following objectives were assigned to the PT Executive Committee:

Objective	Assigned To	Date
10. Implement all policies and procedures necessary for operation and continual improvement of a national PT program – including FoPTs for various matrices, stakeholders and accreditation programs.	PT ExC	12/31/10
11. Ensure that an oversight program is in place for PT providers that ensures that the providers are competent to operate environmental PT programs.	PT ExC	12/31/10
12. Ensure that Fields of Proficiency Testing (FoPT) are appropriate for their intended use.	PT ExC	On-going
13. Implement a process to periodically evaluate the effectiveness of the PT provider oversight program and the Fields of Proficiency Testing.	PT ExC	12/31/10
14. Define a process for addition or removal of analytes from FoPT tables.	PT ExC	12/31/10

- 10 – Change date to 7/1/11. Also need to have SOPs updated – appeals process is needed.
- 12 – Ongoing
- 13 – Eric thought this could be a survey. Gary noted that a bigger picture review would be good too. The committee should look at how the TNI program compares to the International community. Need to make sure there is a compliant process. Perhaps an SOP or policy is needed to document what needs to be done on this topic – process improvement. Extend date to June 1, 2011 and add this to the Savannah agenda.
- 14 – Eric, Curis and Stacie will be working on this. 12/31/10 is not realistic. Team will begin and it will be a topic for discussion in Savannah. Change date to 7/1/11.

Eric will summarize the Executive Committees comments and modifications and provide them to Jerry later today.

The Executive Committee’s priorities over the next few months will be completing the PTPA Assessments, approving FoPT tables and establishing a procedure for the addition/removal of analytes on the FoPT tables.

## 5) Committee Membership

Eric received a committee interest e-mail from someone who had meant to send it to the PT Expert Committee. Eric will follow-up with this individual and see if he might also be interested in serving on the PT Executive Committee.

Eric would like to see a liaison between the NELAP AC and the PT Executive Committee – doesn't have to be a committee member, but that would be OK too. Discussion included different ideas on how to increase communication between these two committees.

- Share relevant part of minutes.
- Invite someone from the NELAP AC to each PT Executive Committee meeting over next few months as FoPTs are being looked at.

Steve will forward a document from Aaren (NELAP AC – Chair) that will provide an introduction to the PT issues the AC is concerned about within the new TNI Standard.

Kirstin would like to increase communication between the PT Executive Committee and PT Expert Committee.

Eric will summarize ideas and the group can discuss this at the next meeting.

Eric is still putting list of candidates together for the open PT Executive Committee seats.

#### 6) Cryptosporidium

The first meeting will be November 1<sup>st</sup>.

#### 7) Review Open Action Items

Updates were made to the Action table (Attachment B).

#### 8) New Business

An additional meeting will be added on 12/2/10 to accommodate the PTPA assessments and expected FoPT tables that need review and approval.

#### 9) Next Meeting

The next meeting of the PT Executive Committee will be Thursday, November 18, 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 2:09 EST. (Motion: Carl Second: Gary Unanimously approved.)

## Attachment A

### Participants

#### TNI

### Proficiency Testing Executive Committee

<b>Members</b>	<b>Affiliation</b>	<b>Contact Information</b>
Eric Smith, Chair (2010) <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 (2009) <b>Present</b>	Analytical Quality Associates, Inc.	970-434-4875 <a href="mailto:gldechant@aol.com">gldechant@aol.com</a>
Amy Doupe (2009) <b>Absent</b>	Lancaster Laboratories, Inc.	717-656-2300 x1812 <a href="mailto:aldoupe@lancasterlabs.com">aldoupe@lancasterlabs.com</a>
Steve Gibson (2008) <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 (2008) <b>Absent</b>	Accutest Laboratories – Southeast Division	407-425-6700 <a href="mailto:svetlani@accutest.com">svetlani@accutest.com</a>
Michella Karapondo (2008) <b>Absent</b>	USEPA	513-569-7141 <a href="mailto:karapondo.michella@epa.gov">karapondo.michella@epa.gov</a>
Carl Kircher (2010) <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 (2009) <b>Absent</b>	HRSD	757-460-4217 <a href="mailto:smetzler@hrsd.com">smetzler@hrsd.com</a>
Matt Sica (2008) <b>Absent</b>	State of Maine	207-287-1929 <a href="mailto:matthew.sica@maine.gov">matthew.sica@maine.gov</a>
Curtis Wood (2010) <b>Absent</b>	Environmental Resource Associates	303-431-8454 <a href="mailto:cwood@eraqc.com">cwood@eraqc.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>
17.	Work on language for new TNI policy based on NELAC Policy #16 and EPA Criteria Document.  Policy #16 deals with headers on the PT tables.	Chuck (Eric will review and determine if this is still needed.)	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 Eric will review	2/18/10 Completion next meeting.	Next call’s agenda.
132	Prepare update to NPW and SCM FoPT tables with the deletion of analytes that do not meet the 2003 NELAC Standard criteria.	Carl	9/16/10	Complete
133	Update Evaluation SOP and application. Distribute for comment. Add information for NEFAP.	Eric	9/16/10	
134	Work with Carrie to get Cryptosporidium work group started.	Eric	9/16/10	Complete
135	Notify RaeAnn that WET FoPT Subcommittee can be reconstituted.	Eric	9/16/10	Stacie is chairing a subcommittee for PT Expert dealing with language needed in the standard. They are looking at footnotes for the FoPT table. Jeff commented that Chem FoPT and WET FoPT will have



**Attachment C**

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

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