

TNI PT Program Executive Committee Meeting Summary

November 15, 2012

1) Roll call and approval of minutes:

Chair, Stacie Metzler, called the TNI PT Program Executive Committee (PTP EC) meeting to order on November 15, 2012, at 1:00PM EST. Attendance is recorded in Attachment A – there were 8 Executive Committee members present. Associate members on the call included: Carol Smith (SC) , Randy Querry (A2LA), Jeff Lowry(Phenova) , and Geneva Bowman (ACLASS) and Matt Sica (ACLASS).

Stacie received a resignation letter from Amy Doupe. She has been a part of the committee for a long time and her efforts have been much appreciated.

2) Charter

- Bullet 1: Changed wording to add TNI instead of NELAC
- Bullet 2: Changed AA to Accreditation Body (AB)
- Bullet 3: Changed NELAC and NELAP to TNI
- Bullet 4: Changed NELAC to TNI

Bullet 5: It will be reworded to make it more general and compliant with the Complaint SOP that is being completed.

Bullet 6: Combine bullet 6 and 7. Simplify.

Bullet 7: Remove

Bullet 8: Remove

Bullet 9: State what is actually done. The chairs meet with the BOD at each TNI forum.

Bullet 10: Remove

Additional Bullets:

Iona suggested adding Backburner items 8 and 9 to the charter. These were from the Strategic Planning meeting in 2010.

An updated version of the charter, based on everyone's comments, is included for final review in Attachment B. It will be finalized at the next meeting.

3) NPW FoPT Table Review

Carl Kircher (Chair of the Chemistry FoPT Subcommittee) forwarded the DRAFT Final NPW FoPT table to all committee members. The e-mail also included a cover letter explaining what information was being provided.

A number of committee members asked if they could have more time to review the information before a vote is taken.

A concern was raised about the FoPT effective date. A request was made to delay the effective date to January 1, 2014. Two of the PT providers on the call did not think this was necessary – 4-6 months is reasonable. After discussion, the committee decided to stay with the July 1, 2013 target.

Curtis suggested providing some additional communication to PT Providers to keep them in the loop through the approval process.

4) PT Program Evaluation

Stacie forwarded a DRAFT letter describing another possible avenue to review the PT Program. There is not as much focus on the PTPA databases. It was distributed to the PTP Database/Evaluation Subcommittee and the PTP EC for review and discussion today.

Carl noted that 3-4 years ago, Dan Tholan had an SOP on PT Effectiveness within A2LA. They had certain things they were looking at and they handled the review.

Stacie and Ilona gave a brief overview of the document that was sent and the thoughts behind it. Is a database needed or would it be possible to ask the PTPAs for specific information that could be reviewed by a subcommittee?

Curtis commented that failure rates should be considered and reviewed across both PTPAs.

Randy noted that he did not think looking at corrective action/complaint databases would be the way to determine whether PT Providers and PTPAs were meeting the standard.

Jeff Lowry and others asked how can the committee find out where the issues are? Jeff also noted that criteria will need to be developed for anything that is asked for.

The committee and associates on the call noted the following items:

- Failure Rates
- Number of analytes where assigned value was changed over the course of the study.
- How many PT studies were not homogeneous and for which analytes?
- How many Stability issues?
- Look for a summary of the a-g items from Section 6.3.1 of the standard:
 - a) assurance that concentrations are distributed throughout the specified analyte ranges;
 - b) confirmation of the required minimum number of analytes included in groups such as volatiles, semi-volatiles, herbicides, etc;
 - b) approval of documentation for any change in the initial assigned value during a study;
 - d) confirmation of the correct calculation of assigned values and acceptance limits as appropriate per analyte;
 - e) verification of the prepared or assigned value;
 - f) appropriate homogeneity testing prior to the study;
 - g) appropriate stability testing.
- Look for randomization. The committee agreed that was too detailed and is reviewed during PTPA assessments.
- When new limits are distributed with an effective date, did all PT Providers comply with this in a timely manner?

Iлона and Stacie will take this information and re-write the DRAFT letter everyone received. Stacie pointed out that data will need to be collected from each PTPA to help establish any criteria. Data will be requested and reviewed before any final policy is written to establish how the PTP EC evaluates the effectiveness of the PT Program.

5) Request for White Paper

Stacie received a request from the Advocacy Committee for a white paper dealing with the importance for a PT Program (Attachment C). This will need to be started so a DRAFT can be reviewed in Denver. Please let Stacie know if you can help.

6) Denver Meeting

Curtis will provide the PTP EC update during the BOD meeting in Denver.

Agenda Topics:

Discuss position paper.
Updated Charter
SOPs
Protozoa Update
Each PTPA Provide an Update

7) New Business

- None

8) Next Meeting

The next meeting of the PTP Executive Committee will be the third Thursday in December (20th).

Action Items are included in Attachment D and Attachment E includes a listing of reminders.

The meeting was adjourned at 2:56pm EST. Motion – Carl. Second – Curtis
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) Absent	Independent	615-438-8260 eric.smith72@comcast.net
Justin Brown (2011) Present	Environmental Monitoring and Technologies, Inc.	847-875-2271 jbrown@emt.com
Amy Doupe (2009) Absent	Lancaster Laboratories, Inc.	717-656-2300 x1812 aldoupe@lancasterlabs.com
Steve Gibson (2011) Present	Texas Comm. on Env. Quality	512-239-1518 jgibson@tceq.state.tx.us
Susan Butts (2012) Present	South Carolina DHEC	(803)896-0978 buttsse@dhec.sc.gov
Patrick Brumfield (2012) Present	Sigma-Aldrich RTC	(307) 721-5488 Pat.Brumfield@sial.com
Michella Karapondo (2011) <u>Present</u>	USEPA	513-569-7141 karapondo.michella@epa.gov
Carl Kircher (2010) Present	Florida DOH	904-791-1574 carl_kircher@doh.state.fl.us
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) Absent	Energy Laboratories, Inc.	avalkenburg@energylab.com 406-869-6254
Curtis Wood (2010) Present	Environmental Resource Associates	303-431-8454 cwood@eraqc.com

Attachment B

PTP Executive Committee Charter- DRAFT

- To ensure that an effective PT program exists to support any Accreditation Program of The NELAC Institute (TNI).
- Receive and evaluate proficiency testing provider accreditor (PTPA) nominations from Accreditation Bodies (ABs) and self nominations from candidate PTPAs;
- Recommend organizations that meet the requirements of the TNI Standards to be designated as a PTPA to the TNI Board;
- Monitor all designated PTPA's on an on-going basis to ensure they are following the TNI standards;
- Serve as a review board for applicable complaints regarding TNI PT Programs. Collect and review PT data for the purposes of creating and maintaining FoPT Tables for various matrices and programs.
- Provide an update on the PTP Executive Committee activities and PT program to the TNI Board of Directors during semi-annual TNI forums.; and
- Implement all policies and procedures necessary for the operation and continual improvement of a national PT program – including FoPTs for various matrices, stakeholders and accreditation programs.
- Implement a process to periodically evaluate the effectiveness of the PT provider oversight program and the Fields of Proficiency Testing.

Attachment C

Letter from Advocacy

The Advocacy Committee has been working for some months to establish a systematic way of creating some "belief" statements for TNI, that will serve many purposes including helping TNI representatives who perform outreach on the organizations behalf. At its November 1 meeting, the Committee adopted the attached SOP 1-118, "Development of Position Statements." Per SOP 1-116, "Development of SOPs," this document has "Provisional" status and can now be used within TNI as it awaits "Final" approval by the Policy Committee and Board.

I am a volunteer member of the Advocacy Committee, and in Carol's absence, I served as staff for this month's meeting. During Steve Arms' leave of absence from TNI, Jerry Parr is serving as the "interim chair" of Advocacy and I am relaying the committee's wishes as expressed in the recent meeting. This action will be reflected in the November 1, 2012, minutes once they are approved for posting to the TNI website.

It is the Committee's wish that you, as chair of your committee, rely upon the attached SOP to develop a draft position statement on the topic noted below. We hope that your committee can have a draft prepared in time to discuss at the conference in Denver, but if other pressing commitments interfere, please notify Jerry or Carol or me with an adjusted date.

"Small labs can have good quality systems" – Small Laboratory Advocacy Committee, Keith Chapman

"Why we believe in the quality systems approach" – Advocacy Committee

"The importance of a PT program" – PT Executive Committee, Stacie Metzler, Chair

These are the first of what we hope will become a useful tool in TNI's outreach efforts. I have also attached a working draft position statement on "Consensus" that can serve as a template, should you wish to use it that way.

Thank you very much for considering this request. If you have questions or would like to discuss further, feel free to call any of the TNI Staff involved -- Jerry, Carol, or me.

lynn

Attachment D
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	Ilona
168	Update FoPT Management SOP, distribute to EC and then distribute to NEFAP EC and NELAP AC for comment.	Eric	Next Meeting Senfd one more timr - DStacie	Received from NELAP AC. Need to follow-up with NEFAP.
185	Send updated DW table with Footnote 15 to NELAP AC for approval.	Stacie	4/1/12	
188	Review SOP 4-101 in preparation for review during the next conference call.	All	Oct/Nov	
195	Make contacts for Micro Subcommittee membership.	Stacie	10-18-12	Complete
196	Prepare final response to Complaint and forward to committee for approval.	Stacie	10-18-12	
197	Prepare updated letter regarding PTP Evaluation.	Ilona Stacie	12-7-12	
198				

Attachment E

Backburner / Reminders – TNI PT Executive Committee

	Item	Meeting Reference	Comments
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	
8	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. (Need to update SOPs – including an appeals process) – Complete by 7/1/11.	10/21/10	From 2010 Strategic Plan Review (11-15-12: Added to committee charter.)
9	Implement a process to periodically evaluate the effectiveness of the PT provider oversight program and the Fields of Proficiency Testing. Complete by 6/1/11.	10/21/10	From 2010 Strategic Plan Review (11-15-12: Added to committee charter.)
11	Evaluate how labs are accredited for analytes that co-elute.	5-19-11	
12			