

**TNI PT Executive Committee
Meeting Summary
(DRAFT)
December 15, 2011**

1) Roll call and approval of minutes:

Chairman Eric Smith called the TNI PT Executive Committee meeting to order on December 15, 2011, at 1PM EST. Attendance is recorded in Attachment A – there were 5 Executive Committee members present on the call. Additional people on the call included: Carol Smith, Nicole Cairns, Patrick Brumfield, Geneva Bowman, Kelly Black, Randy Querry and Rob Knake.

Approval of Minutes:

Curtis motioned to approve the November 17, 2011 minutes. The motion was seconded by Stacie and they were unanimously approved.

2) FoPT Tables

Ilona will continue to work with William to update the FoPT posting site.

3) FoPT Table Management SOP 4-107

Carl motioned to approve SOP 4-107 with the final changes made by Eric and distributed to the committee and the motion was seconded by Curtis,

Eric – For
Carl – For
Curtis – For
Gary – For
Stacie – For
Steve – For (By e-mail 12/16/11)
Justin – For (By e-mail 12/17/11)
Andy – For (By e-mail 1/2/12)
Joe – For (By e-mail 12/15/11)
Michella – For (By e-mail 12/19/11)
Amy - No Vote Received

The remaining votes will be completed by e-mail before the first week of January.

Update: 1/3/12 – The motion was approved.

- 4) Draft Agenda Topics for TNI Sarasota, FL meeting in January (Tues Jan 31st 1:30 – 5:00 pm)
- Discuss DW FoPT table update
 - Discuss S&CM FoPT table update
 - Discuss FoPT Table Management SOP & Application
 - Any PTPA presentations from A2LA and ACLASS
 - WET PT Requirements
 - PTPA Opportunity to Provide Presentation – Summary of Activities
 - Open Floor

5) Drinking Water Xylene Question from Wibby

Eric will forward the e-mail and this will be discussed at the January meeting.

6) PTPA Application

Eric reviewed the website application. He noted that the website does not list the Scope for each of the PTPAs. This will help PT Providers know who to apply to.

Eric will send Ilona an e-mail of what should be listed under scope based on the applications. Ilona will pass this on to William for posting on the TNI website.

7) Membership

Susan Butts application was received by the committee for membership. Her application was distributed by Eric on November 16th.

A motion was made by Curtis to add Susan Butts to the committee as of January 2012. The motion was seconded by Carl.

Vote:

Eric – For

Carl – For

Gary – For

Curtis – For

Stacie – For

Steve – For (By e-mail 12/16/11)

Justin – For (By e-mail 12/17/11)

Andy – For (By e-mail 1/2/12)

Joe – For (By e-mail 12/15/11)

Michella – For (By e-mail 12/19/11)

Amy - No Vote Received

The remaining votes will be collected by e-mail.

Update: 1/3/12 – The motion was approved.

Eric is willing to serve as chair for another term in 2012. This will be discussed at the next meeting in January after the new members have been added.

8) Review Open Action Items and Back-Burner Items

Tables in Attachments B and C have been updated.

9) New Business

None

10) Next Meeting

The next meeting of the PT Executive Committee will be 1-19-12. A PTPA database call still needs to be planned by e-mail.

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

The meeting was adjourned at 1:45 EST. (Motion: Gary Second: Carl Unanimously approved.)

Attachment A

Participants TNI Proficiency Testing Executive Committee

Members	Affiliation	Contact Information
Eric Smith, Chair (2010) Present	TestAmerica Laboratories, Inc.	615-726-0177 x1238 eric.smith@testamericainc.com
Ilona Taunton, Program Administrator Present	TNI	828-712-9242 tauntoni@msn.com
Justin Brown (2011) Absent	Environmental Monitoring and Technologies, Inc.	847-875-2271 jbrown@emt.com
Gary Dechant (2009) Present	Analytical Quality Associates, Inc.	970-434-4875 gldechant@aol.com
Amy Doupe (2009) Absent	Lancaster Laboratories, Inc.	717-656-2300 x1812 aldoupe@lancasterlabs.com
Steve Gibson (2011) Absent	Texas Comm. on Env. Quality	512-239-1518 jgibson@tceq.state.tx.us
Open	Open	Open
Michella Karapondo (2011) Absent	USEPA	513-569-7141 karapondo.michella@epa.gov
Carl Kircher (2010) Present	Florida DOH	904-791-1574 carl_kircher@doh.state.fl.us
Stacie Metzler (2009) Present	HRSD	757-460-4217 smetzler@hrsd.com
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

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	
168	Update FoPT Management SOP, distribute to EC and then distribute to NEFAP EC and NELAP AC for comment.	Eric	Next Meeting	Received from NELAP AC. Need to follow-up with NEFAP.
169	Contact Chem FoPT Subcommittee to look at the PCB data again and make sure that it supports the limits TNI has set.	Eric	Next Meeting	Eric will touch base with Carl.
170	Ask NEFAP EC and NELAP AC if they are aware of any analytes that need to be added to the table.	Eric	8/16/11	Need to follow-up with NEFAP.
177	Contact Dan Hickman regarding method codes.	Eric	12-15-11	Complete
178	Contact Maria Friedman with update on PT Provider accreditation status for SSAS.	Eric	12-15-11	Complete
179	Work with William on changes to FoPT table postings.	Ilona	12-31-11	
180	E-mail vote for SOP 4-107 and new membership.	Ilona	12/31/11	
181	Supply Ilona with Scope information for PTPAs.	Eric	12/22/11	
182	Forward e-mail regarding xylene question to committee.	Eric	1/15/12	
183				

Attachment C

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
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
10	Define a process for addition or removal of analytes from FoPT tables. Complete by 7/1/11.	10/21/10	Complete
11	Evaluate how labs are accredited for analytes that co-elute.	5-19-11	
12			