

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

**December 15, 2016**

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

Chair, Maria Friedman, called the TNI PT Program Executive Committee (PTPEC) meeting to order on December 15, 2016, at 1:18 PM Eastern by teleconference. Attendance is recorded in Attachment A – there were 9 Executive Committee members present. Associate Members Present: Carl Kircher and Jennifer Best.

Maria confirmed that everyone received the meeting information she sent yesterday.

The November meeting minutes were reviewed by the committee. A motion was made by Dixie to approve the November 17, 2016 minutes as written. The motion was seconded by Joe Pardue and unanimously approved.

### 2. Updates

The NPW and SCM tables were updated and sent to the NELAP AC. The NELAP AC will not be meeting again until January 2017.

The DW Footnotes still need to be completed, but Maria plans to have this done before the next NELAP AC meeting.

Maria would prefer not do a PTPA report at the Houston meeting because there has been no discussion on the differences between the PTPA reports. The PTPAs should show consistent reports. There is no time to figure this out before Houston. There was general agreement that there is a need for consistency and it makes sense to put it off.

December is the last month for the current membership. If your membership is expired, please let Maria and Ilona know. Maria will follow-up on membership details by email. *(Addition: Joe Pardue, Andy Valkenburg, and Justin Brown will be rotating off the committee after the completion of two terms. Maria Friedman is willing to serve a second term. Ilona reached out to the field related committees for a committee candidate and Maria is reaching out to associate members as potential candidates.)*

### 3. 2016 Standard Review – Volume 4

A comment was received from Susan – *1) Section 1.2d – the approval of the PTPA(s) by the Proficiency Testing Program Executive Committee (PTPEC) per PTPEC requirements document.*

*Susan asked: Is this the name of an actual document? I do not remember this document as named this way. Are they referring to one of our SOPs? I think it is a little confusing and since the PTPEC approves the PTPAs which is a big part of the process, the actual document should be referenced in section 2.0.*

Requirements document should read standard operating procedures. Nicole stated that this should not be a problem to change and should be an editorial issue.

There were no additional comments on Volume 4. The committee will not vote on the two Standards until they receive the updated Standard with all editorial changes made. Nicole expects to have both Volume 3 and 4 updated by the next PTPEC meeting.

### 4. Analyte Request Application (ARA)

An ARA was received from Rachel Ellis from New Jersey DEP OQA and can be found in Attachment D.

The committee reviewed the ARA following the procedures outlined in Section 7.3.1 of SOP 4-107:

- *The ARA and supplied documentation.* Complete.
- *Regulatory need:*
  - o *Confirmation of AB sponsorship.* Complete.
  - o *Confirmation that the applicable Program (NELAP Accreditation Council, NEFAP, etc) will consider the request.* Maria will notify the NELAP AC and confirm.
- *Availability of historical PT data.* It is available.
- *Feasibility of producing a PT for the requested FoPT.* A PT is already being produced.
- *Cost impact assessment to ABs, PT Providers and laboratories.* No impact.
- *PT concentration range and initial acceptance criteria.* The PTPEC may elect to postpone a review of this information until after the FoPT subcommittee has submitted their recommendation. N/A
- *Technical feasibility – this must include one or more method validation study showing that the analyte(s) can be measured throughout the proposed concentration range by at*

*least one published method.* Complete.

*· Existence of a NELAC (TNI) Analyte Code. The ARA review process shall be completed within 90 days of receipt. Upon completion of the review, the PTPEC shall determine whether or not to pursue the request and assign the task of FoPT table and/or analyte addition to a FoPT subcommittee. The requestor will be notified of the PTPEC's decision on whether or not to pursue the FoPT table and/or analyte(s) additions.*  
Complete.

Maria will send the ARA to the NELAP AC for confirmation and report status at the next PTPEC meeting.

## 5. Internal Audit Checklists

Ilona provided a summary of the Internal Audit Checklist review procedure. All programs are being asked to review the bottom half (under the solid line) of the checklist and confirm the procedures are current and relevant and that there aren't procedures that should be added or deleted from the checklist. PT has been working on SOPs, so it is probable that the checklist will need updated procedures and references. Not every PTP activity is on the checklist, but an attempt was made to include the important ones that may impact the Program and TNI's reputation, integrity or risk. The final checklist is due the first week of February, but let Ilona know if an extension is needed due to the SOP update process.

Maria asked if the internal audit can be updated as new SOPs are completed. Yes. It will become standard procedure that the checklist should be updated as SOPs are updated.

Maria pulled the Internal Audit Checklist up on Webex and went through the items listed below the solid line.

It is clear that SOP 4-101 needs to be updated. Maria marked in yellow the items she believes need SOP updates.

Ilona emphasized that the checklist is DRAFT. The committee will not be asked to perform the internal audit until the checklist has been finalized.

Maria would like to make sure there is a checklist item to confirm subcommittees are taking minutes and posting them. She would also like to be sure committee participation is being reviewed.

The committee will continue its review in Houston.

## 6. Subcommittee Report

### FoPT Format Subcommittee

Andy noted that committee members have met amongst themselves, but there has not been a full committee meeting. Committee members need to continue inputting their data. Andy thinks this project will not be complete until the end of January. Maria will talk to Craig.

### Chemistry FoPT Subcommittee

They are still waiting for the Radiochemistry data. The deadline for sending the data is tomorrow. At least one PTP has submitted their data. Maria will check in with ERA and MilliporeSigma.

### SOP Subcommittee

SOP 4-105 has been submitted for finalization to the PTPEC.

### Microbiology FoPT Subcommittee

NSI would like to submit data after the end of the year and this request has been approved. Maria will continue to follow-up with Advanced Analytical Solutions (Fred Anderson).

## 7. New Business.

1. Carl asked about the status on Asbestos PTs. Maria will look back at emails and provide an update.

2. Jerry has distributed the format for the Houston presentation. Maria will work on this presentation and the committee will have a short meeting before Houston to provide feedback on the Draft.

The following people are planning to be in Houston: Joe Pardue, Dixie, Maria, Justin.  
Will not be attending: Michella, Patrick, Susan  
Still checking on approval to attend: Andy, Nicole

The committee will meet on Tuesday morning, January 24<sup>th</sup>, from 8-12 am Central.

There will be a short conference call on the 19<sup>th</sup> (1-1:30pm Eastern). Maria will send out a presentation DRAFT before hand. Let Maria know if you have anything else you would like discussed at this short meeting.

## 8. Action Items

The action items can be found in Attachment B. They were reviewed and notes are included on the table.

## 9. Next Meeting

The next PTPEC teleconference will be January 19, 2016. Ilona will send out Webex notifications within 24 hours of the meeting time. The Houston meeting will be on Tuesday, 1-24-17, 8-12pm Central.

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

Maria adjourned the meeting at 2:38pm Eastern. (Motion: Dixie Second: Joe Unanimously approved.)

## Attachment A

### Participants TNI

#### Proficiency Testing Program Executive Committee

<b>Members</b>	<b>Rep</b>	<b>Affiliation</b>	<b>Contact Information</b>
Maria Friedman (2017*) <b>Present</b>	Other	n/a	949-307-0949 <a href="mailto:gamfriedman@gmail.com">gamfriedman@gmail.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 (2019) <b>Absent</b>	Lab	ALS Environmental	904-394-4415 <a href="mailto:eric.smith@alsglobal.com">eric.smith@alsglobal.com</a>
Justin Brown (2017) <b>Absent</b>	FSMO	Environmental Monitoring and Technologies, Inc.	847-875-2271 <a href="mailto:jbrown@emt.com">jbrown@emt.com</a>
Susan Jackson (2018) <b>Present</b>	AB	South Carolina DHEC	(803)896-0978 <a href="mailto:jacksosb@dhec.sc.gov">jacksosb@dhec.sc.gov</a>
Nicole Cairns (2018) <b>Present</b>	Lab	NY State DOH	(518) 473-0323 <a href="mailto:nicole.cairns@health.ny.gov">nicole.cairns@health.ny.gov</a>
Joe Pardue (2017) <b>Present</b>	Other	Pro2Serve, Inc.	423-337-3121 <a href="mailto:joe_pardue@charter.net">joe_pardue@charter.net</a>
Dr. Andy Valkenburg (2017) <b>Present</b>	Lab	Energy Laboratories, Inc.	406-869-6254 <a href="mailto:avalkenburg@energylab.com">avalkenburg@energylab.com</a>
Jennifer Duhon (2019*) <b>Present</b>	Other	Millipore Sigma	<a href="tel:307-3897218">307-3897218</a> <a href="mailto:jennifer.duhon@sial.com">jennifer.duhon@sial.com</a>
Matt Sica (2017*) <b>Absent</b>	AB	ANAB, ANSI-ASQ National Accreditation Board	<a href="mailto:msica@anab.org">msica@anab.org</a>
Dixie Marlin (2018*) <b>Present</b>	Other	Marlin Quality Management, LLC	513-309-3593 <a href="mailto:marlinquality@gmail.com">marlinquality@gmail.com</a>
Gil Dichter (2018*) <b>Absent</b>	Other	IDEXX Water	207-556-4687 <a href="mailto:gil-dichter@idexx.com">gil-dichter@idexx.com</a>
Patrick Garrity (2019*) <b>Present</b>	AB	Kentucky DEP	502-319-4040 <a href="mailto:patrick.garrity@ky.gov">patrick.garrity@ky.gov</a>
Michella Karapondo (2019*) <b>Present</b>	Other	USEPA	<b>513-569-7141</b> <a href="mailto:karapondo.michella@epa.gov">karapondo.michella@epa.gov</a>

## Attachment B

### Action Items – TNI PT Executive Committee

	Action Item	Who	Expected Completion	Actual Completion
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	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. 11/19/15: Ilona reviewed minutes and provided notes to Carl and Maria. 11/17/16: Ilona will forward again.
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.
295	Moved from Backburner: PTPA Evaluation Checklist needs to be updated prior to next round of evaluations. (Originally discussed 8/6/13)	PTPEC	TBD	In Progress Handled as committee business.
310	Coordinate the update of the SCM	Maria	3/24/16	3/24/16:

	<b>Action Item</b>	<b>Who</b>	<b>Expected Completion</b>	<b>Actual Completion</b>
	FoPT table with Carl and send to NELAP AC for approval.			Working through Cyanide issue first. 11/17/16: Cyanide issue addressed and Maria is sending table with other updates this month. <b>COMPLETE</b>
326	Check with Jerry regarding missing PT Provider data. TNI assistance in obtaining this data.	Maria	9/21/16	In progress
330	Add updated footnotes to the DW Table and tag analytes as appropriate.	Maria	11/14/16	11/17/16: Still in progress
331	Prepare data request for Radiochemistry FoPT table update. Send to Carl for review.	Maria	11/14/16	Complete (Send to PT providers on 11/15/16)
332	Send email to committee members and ask them to review the Standards and comment by email.	Maria	10/26/16	Complete
333	Lead FoPT table needs to be archived.			
334	The NPW and SCM needs to be ent to the NELAP AC.	Maria	12/14/16	Complete
335	Send ARA to NELAP AC for confirmation.	Maria	12/31/16	



**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	This activity has been postponed until new charter procedures are received from TNI.
16	Moved back to Backburner (originally discussed 2/20/14) : When new limits are established for the FoPTs, what is considered to be a statistically significant change to the old rates? At what point is it appropriate to question new limits? This lends to the TSS discussion a few months ago.  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.	2/20/14	
17	Discuss possible procedural changes to how limits are updated. Maria talk to SOP Subcommittee.		Need to look at PT database implications.

ATTACHMENT D:



**TNI Fields of Proficiency Testing (FoPT) Analyte Request Application**

SUBMISSION DATE: \_\_\_\_\_

**SECTION I – REQUESTOR/ORGANIZATION INFORMATION**

Requestor: \_\_\_\_\_

Organization: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Telephone: \_\_\_\_\_ Facsimile: \_\_\_\_\_

Email: \_\_\_\_\_

**SECTION II – Sponsor (if applicable)**

**Required for applications submitted by individuals or on behalf of laboratories or Proficiency Testing Providers**

Sponsor Accreditation Body: \_\_\_\_\_

Official Contact: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Telephone: \_\_\_\_\_ Facsimile: \_\_\_\_\_

Email: \_\_\_\_\_

**Note here if reference to any additional AB sponsors is being provided.**

**Additional sponsors? No**   
**Yes**  Other Sponsor ABs: \_\_\_\_\_  
\_\_\_\_\_

If yes, provide contact information on additional AB sponsors as an attachment to the application.

**Section III – Analyte Request**

Instructions: If requesting addition of a new FoPT table or analyte(s) to an existing FoPT table, please complete section IIIA. If requesting removal of a FoPT table or analyte(s) from an existing FoPT table, please complete section IIIB. Requests for additions and removals cannot be submitted on the same application; separate applications are required.

**Section IIIA – Addition of New FoPT Table or Analyte(s)**

FoPT table and/or analyte(s) to be added (please specify program and matrix for new FoPT table):

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For analyte(s) additions only, FoPT table(s) on which the analyte(s) should be added (if more than one analyte, clearly annotate which analytes to add to which existing FoPT tables):

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Reason(s) for adding the FoPT table and/or analyte(s) (attach additional pages if necessary):

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Do any TNI approved PT Providers currently offer the analyte(s) in a PT product?

**No**  **Yes**  **Unknown**

If yes, attach a list of PT products currently available (specify each PT Provider, PT Provider’s product name, and PT Provider’s catalog reference).

The following documentation must also be provided as attachments to this application when requesting addition of new analyte(s):

- 1) Proposed spiking concentration range and initial acceptance criteria.
- 2) Information on technical feasibility – this must include one or more method validation study showing that the analyte(s) can be measured throughout the proposed concentration range by at least one published method.

**Section IIIB – Removal of FoPT Table or Analyte(s)**

FoPT table and/or analyte(s) to be removed:

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For analyte removals only, FoPT table(s) from which the analyte(s) should be removed (if more than one analyte, clearly annotate which analytes to remove from which FoPT tables):

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Reason(s) for removing the FoPT table and/or analyte(s) (attach additional pages if necessary):

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The following documentation must also be provided as attachments to this application when requesting removal of analyte(s):

- 1) Copies of any supporting documents that were referenced above in the reason(s) provided for removing the analyte(s).

**Section IV – Submittal of Application**

All applications (including attachments) must be submitted electronically via email to the PT Program Executive Committee Chairperson. No paper copies will be accepted.

Please complete the application and provide the supporting documentation as instructed. Incomplete applications will delay the review process and may be returned to the requestor.

***For PTPEC use only***

Date ARA Received:	
Date ARA Review Initiated:	
Date ARA Review Completed:	
Date Requestor notified of PTPEC’s decision to pursue or dismiss the request:	
If pursued, Date Request submitted to FoPT Subcommittee:	
Date Request Completed:	

**Reason(s) for adding the FoPT table and/or analyte(s) - continued from page 2 of ARA**

... portion of the PT study effort is not imposed on the laboratory. This results in the laboratory not having two failures of the same Aroclor, and hence retaining its accreditation. New Jersey would like to require quantitative and qualitative acceptance criteria for all Aroclors to ensure any mis-identification is addressed. We would like the PT to be evaluated as individual analytes as well as an analyte group as is done with the Total Trihalomethane samples.