

**TNI PT Executive Committee  
Meeting Summary  
December 16, 2010**

1) Roll call and approval of minutes:

Chairman Eric Smith called the TNI PT Executive Committee meeting to order on December 16, 2010, at 1:02 PM EST. Attendance is recorded in Attachment A – there were 8 Executive Committee members present on the call. Associate members Randy (A2LA), Mike (ACCLASS), Jeff (ERA) and Patrick (RTC) were present.

The minutes from the December 2<sup>nd</sup> meeting were reviewed. The spelling on Dr. Vlakenburg and Dan Hautman's names needs to be corrected. A motion was made by Gary to approve the minutes with the corrections. The motion was seconded by Stacie and unanimously approved. The minutes will be posted on the TNI website.

2) Review ACLASS Assessment

Michella asked about the status of the database and its impact on voting. Gary noted that what A2LA has and what ACLASS is doing is similar. The issue is whether TNI wants two databases – and this question does not impact ACLASS's assessment.

A motion was made by Gary to approve ACLASS as a PTPA and send a recommendation to the TNI Board of Directors that ACLASS meets the requirements of the TNI standard. Carl seconded the amended motion (see note).

(Note: Gary initially motioned that ACLASS is technically proficient, but accepted a friendly amendment that instead they meet the requirements of the TNI standard.)

There was no further discussion. Matt (ISO/IEC 17025 auditor for ACLASS) and Curtis (PT Provider) abstained from the vote due to a conflict of interest. The vote was unanimous from the other meeting participants, but at least one more vote is needed to pass the motion based on the committees voting rules. Ilona will follow-up and provide voting information to Svetlana and Amy. Ilona will notify Eric by e-mail with the result of the vote.

(*Addition 1/13/11: E-mail vote – Amy – For Svetlana – No Response – Abstain. The motion passed and the recommendation was forwarded to the TNI Board.*)

3. Committee Membership

There were four candidates considered: Dr. Brenda McGrath (other), Joe Pardue (other), Dr. Valkenburg (lab), Justin Brown (other).

The committee currently has 4 lab representatives, 1 “other”, 3 ABs, 1 government and 1 PT provider. Svetlana will be stepping off the committee and this will leave 3 labs. The committee decided that Justin should be labeled as a lab.

Adding all 4 candidates would change the make-up of the committee to:

3 ABs

1 PTP

4 others

5 labs

Gary made a motion that all 4 candidates (Mc Grath, Pardue, Valkenburg and Brown) be added to the PT Executive Committee. The motion was seconded by Carl. There was no discussion and the motion was unanimously approved.

Eric will contact new members and confirm their placement on the Executive Committee. Ilona will forward the information to the TNI Board for confirmation. Curtis recommended that the “others” be talked to first to confirm their involvement. If one declines this will impact adding more “labs” because the committee would be out of balance.

#### 4. Experimental PTs

Eric forwarded an e-mail summary of his meeting with the NELAP AC. They would like to see Experimental Tables gone by July 1, 2011:

*I discussed FOPT tables with the NELAP AC on their teleconference call last week. In a nutshell, they just want accreditation tables now. They also want analytes that don't meet the minimum number of studies as per the 2003 NELAC Standard to be dropped as PT analytes rather than move them over to the accreditation table with a smaller dataset. They said they can't vote to approve (between now and July 1<sup>st</sup>) transferring any experimental analytes to the accreditation tables that don't meet the 2003 NELAC standard criteria. While the PTEC may have already moved on to the TNI PT Standards, the NELAP AC has not. They said that they have a concern about and don't want poor performing accreditation PT's with really wide acceptance limits, and they feel that to some degree that's what they are going to get with the smaller datasets. They said that there are no analytes on the Experimental tables that they can't live without.*

*So, they want to see accreditation tables and a just a list of analytes that didn't make the cut. They just really, really want to see the Experimental tables completely gone by July 1, 2011 (implementation date of the TNI standard). In order to meet that timetable, we really need to get updated NPW and SCM accreditation tables from the subcommittee very soon. I don't think we can wait for the subcommittee to go through and review the rest of the analytes already on the accreditation tables. I hope this quick summary of the*

*discussion provides some of the clarity the PTEC and subcommittee have recently requested.*

Carl asked what the procedure is to use data from the PTPA database. Randy needs to review the Scope of Work to see if something needs to be changed in order to share this data. Carl thought the additional data might make it possible for a few more analytes to be added to the accreditation tables and meet the 2003 NELAC standard requirements for number of studies and participants. A formal request will be made by the PT Executive Committee to A2LA to provide this information. Carl and Jeff will assist Eric in preparing this request. Randy will review the SOW to see if they need any additional information from TNI.

Carl noted that there are about 180 NPW and 195 SCM analytes left to review by the Chemistry FoPT Subcommittee. The subcommittee would prefer not to send partial table updates, but given the number of analytes still needing review, a full review will not be complete by July 1, 2011.

It was suggested to stick with the original plan to get through the experimental analytes first, update the tables and then review the rest of the analytes with a final additional update.

Gary asked if there are a lot of changes being made to the tables. He also asked what would happen if the July 1 deadline were not met. Carl commented that each analyte needs to be looked at individually – so it does not lend to approval of chemical classes and it does take quite a bit of time to review the data. He also noted that most PT acceptance limits have been improved and that a number of analytes moved towards fixed limits instead of regression equations. Carl thinks the July 1<sup>st</sup> date could possibly work for NPW, but not SCM.

The Executive Committee will take on the task of updating the tables to delete the analytes that don't meet the 2003 requirements. Jeff will provide this information – he will take these analytes off the table and provide a separate list of what was taken off. The updated tables will be distributed to the Executive Committee members for review before the conference and based on feedback the tables may be voted on in Savannah. The DW FoPT table is already complete and has been forwarded to the PT Executive Committee.

Gary made a motion to accept the DW FoPT table provided by Carl on 11/16/10, with the exclusion of any analytes that don't meet the 2003 requirements. There was no second. Gary withdrew the motion.

Eric will resend the DW FoPT information to the subcommittee and it will be considered at the next meeting. He will also draft what will be forwarded to the NELAP AC. This will also be voted on.

A couple of final questions were raised:

- Is an experimental table needed for other states that are not NELAP? This is a question that can be evaluated after we resolve the issue with the NELAP AC.
- Jeff asked if there is more data for some of the analytes that are being taken off the tables? How can these analytes be added back on? Eric noted that the SOP for the addition of analytes needs to be completed.

## 5. Develop Agenda for TNI Conference

Eric asked for ideas of what should be included at the conference:

- SOP on addition of analytes to the FoPT tables
- Vote on NPW and SCM FoPT tables.
- SOP updates?
- Database report.
- Report from PTPAs. Just A2LA at this point. Open the floor to ACLASS if they want to speak. Give them the opportunity.
- Subcommittee Reports if available.

Eric forwarded the PTPA SOP to the Policy Committee for review, but has not received any comment yet. Ilona follow-up on this.

## 6. Review Open Action Items

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

Eric sent an e-mail prior to the call:

*I've been looking into the two oldest action items for our committee.*

*First is action item #17. I've attached a copy of the policy for your review. I went back to the origins of this action item to get a better handle on what it was all about. SIR #7 (on TNI Website, PT Chpt 2 question regarding evaluation of < or zero values), our Oct 16, 2008 minutes and April 16<sup>th</sup> 2009 minutes discussion.*

*Second is action item #97. This originated in our January 21<sup>st</sup> 2010 conference call. Carl did us the honor of drafting text below.*

*After reading back through the documents I've referenced, I do not currently see these items as PT Executive committee tasks that we still need to work on. The new TNI standard is to be adopted by ABs next summer, which should automatically clear up these old issues at that time. I would recommend that we no longer pursue action items #17 or #97, and that we drop them. I'd appreciate any comments you may have on this.*

There were no objections to dropping #17 and #97 from the action list.

#133: Evaluation SOP – has been completed and this will be added as an agenda item.

7. New Business

None.

8. Next Meeting

The next meeting of the PT Executive Committee will be Thursday, January 20, 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 2:32 EST. (Motion: Matt 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>Present</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>Present</b>	HRSD	757-460-4217 <a href="mailto:smetzler@hrsd.com">smetzler@hrsd.com</a>
Matt Sica (2008) <b>Present</b>	State of Maine	207-287-1929 <a href="mailto:matthew.sica@maine.gov">matthew.sica@maine.gov</a>
Curtis Wood (2010) <b>Present</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.	<b>This item will be dropped from the table.</b>
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.	<b>This item will be dropped from the table.</b>
133	Update Evaluation SOP and application. Distribute for comment. Add information for NEFAP.	Eric	12/16/10	Complete
136	Start work on the SOP to add analytes to Accreditation FoPT Tables.	Eric, Curtis, Stacie	Jan 2010	Discussion in Savannah.
142	Forward membership candidate list to Committee members.	Eric	Ongoing	Complete
144	Prepare response to Kirstin and distribute to committee for comment.	Eric	12/16/10	Eric needs people to comment.
145	Review membership candidates and prepare to vote.	All	12/16/10	Complete.
146	Complete PTPA vote by e-mail.	Ilona	1/5/11	
147	Invite candidates to be members of the Committee and forward acceptance to TNI Board for approval.	Eric Ilona	1/30/11	
148	Request PT data from PTPA database.	Eric, Carl, Jeff	1/17/11	
149	Update the FoPT tables to delete any analytes that do not meet the 2003 NELAC requirements.	Eric, Jeff	1/30/11	

	<b>Action Item</b>	<b>Who</b>	<b>Expected Completion</b>	<b>Actual Completion</b>
150	Send out <ul style="list-style-type: none"> <li>- DW FoPT table information and</li> <li>- a DRAFT letter to the NELAP AC.</li> </ul> These will be voted on by the committee next month.	Eric	1/14/11	
151	Follow-up on PTPA SOP with Policy Committee.	Ilona	1/20/11	

**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	