

**TNI PT Executive Committee
Meeting Summary**

February 1, 2011

1) Roll call and approval of minutes:

Chairman Eric Smith called the TNI PT Executive Committee meeting to order on February 1, 2011, at 1:30 PM EST. Attendance is recorded in Attachment A – there were 12 Executive Committee members present by teleconference and in person in Savannah, GA.

2) 2010 Accomplishments

See Attachment B.

3) PTPA Evaluations

See Attachment B.

4) Subcommittee Activities

Chemistry FoPT Subcommittee – See Attachment B.

WET FoPT Subcommittee – See Attachment B.

Field FoPT Subcommittee – See Attachment B.

Protozoa FoPT Subcommittee – See Attachment B.

5) Plans for 2011

See Attachment B.

6) DRAFT FoPT Table Management SOP (SOP 4-107)

See Attachment B.

Eric shared the DRAFT SOP on the overhead. The Table of Contents was reviewed to provide an overview of the content of the SOP.

Kirstin: The TNI standard uses the term Accreditation FoPT tables. This term should be applied to laboratories – analytes needed for accreditation. This would distinguish them from other types of tables – SSAS, etc...

Eric commented that Appendix A lists the type of tables and should cover this concern.

Section 4 –

Who can submit a request for the addition of an analyte to an FoPT table? Jeff Lowry noted that the 2003 standard states that this is any interested party.

Ilona: Add “impact of not adding it”.

Kirstin – Could it be made public that an analyte has been requested? This would allow labs to weigh in on this. This should be considered in the cost and needs analysis. The Program is communicated with, but the users are not.

Eric commented that committee will look for a way to do this. Perhaps a PT Executive Committee blog?

Gary: Technical feasibility should be expanded. Need to understand concentration range, etc. ...

Many of these sections will be expanded before this SOP is finalized. Eric would like to see a form – not just an e-mail – when someone applies to add an analyte.

Gary: Will this be a mechanism for industry to establish a new technology?

Stacie: Noted that there is some discussion on adding Technology to the FoPT tables.

Kirstin: PT analytes should be grouped by Technology. She noted that she is aware that the committee has tried to do this, but the NELAP AC pushed back. Technology would allow labs to use technologies that are fit for the level of PT concentration. To do this, Gary asked if this is a PT Expert Committee standard update or a PT Executive Committee SOP update? Kirstin responded that it is a PT Executive Committee activity. How they are posted and organized is up to the PT Executive Committee. Eric was in agreement. Eric also commented that people can provide him with input on the tables. Are there other suggestions for organization?

Carol Shrenkel: Agreed with Kirstin.

Carl: Requests should be limited to only TNI members. Provide as much information in the request as possible.

Section 5 –

The three items are a start, but this list should be expanded on.

Section 6 –

How to add new analytes to the tables when data does not exist? Not much work has been done on this yet. Eric is looking for input:

- Gary commented that the application may help with this.
- Have tables available (not posted) to collect information for new analytes.

Section 7 -

When is it a modification and when is it a typo? There is a preliminary list of what changes need to occur that will require approval. Changes to numerical values or acceptance criteria are not considered typos.

Section 8 -

It could take as much as a year to add an analyte. Gary suggested that there could be some sort of a status table available on the website so people can tell where things are in the process.

Section 9 -

No comments. Eric will review this with the SSAS Committee.

Appendix A -

Need to complete list. For example, Radiochemistry is not included.

Attachment A

There may be different flow charts depending on the table.

Eric expects that the SOP will be more complete by the summer meeting in Washington.

Stephen:

Look at ISO 9001 language. This will help guide the development of these procedures. Stephen would be happy to help in this development process. This language is applicable to everything TNI develops.

7) Experimentals

There were many comments from the audience requesting that Experimental PTs be eliminated. There needs to be other ways to collect this data.

Kirstin mentioned that one AB told her that he has 4 staff members that have to send letters to labs to suspend their accreditation because they are not running an experimental analyte. They then have to recertify the lab after the PT is run.

Curtis made a similar comment in his e-mail:

We currently have a DW accreditation table and a DW experimental table. While I know there are exceptions, most labs and states are currently following the rules for experimental analytes. These labs have been analyzing the DW experimental analytes for a few years now. If we remove this table today, those labs may not have to analyze those PTs in their next round. As soon as the new DW FoPT table is effective, many of the current experimental analytes are going to be required again. I think this kind of back and forth is going to create confusion. Although we who are intimately involved in this process think that rolling out a new FoPT table is rather straight forward, I deal with many labs who see it as confusing - and that is when we do a simple one step transition. Turning this into now you see it, now you don't, now you do, is going to make it ever worse.

Labs are concerned that there is an administrative cost to running experimentals.

Kirstin noted that the PT Expert Committee has heard from many people that they want to have them removed. The NELAP AC would like to see that they are removed. She would like to see them removed.

Eric commented that he requested that the NELAP AC let him know if there are any analytes on the experimental tables that they need. There is no analyte on the experimental tables that they can't live without.

Gary would like to see something in writing from the NELAP AC to confirm there is no issue with removing the experimental tables.

Stacie noted that if someone would like to add what was an experimental analyte later ... there is an application process. The bulk of the experimental analytes are in the soils.

Kelly Black (representing A2LA) noted that there are some database issues. PT Providers can strip out the analytes or A2LA would have to do something different in the uploading process. It was suggested that perhaps they could continue to collect the data until the new tables are finalized. The standard needs to be checked to ensure there is no problem with the data being uploaded even though it is not on a FoPT table. Kirstin and Kelly will look into this. A2LA technically does not have a right to collect data that is not on the tables.

The PT Providers in the room did not have a problem with the tables being eliminated. They will likely leave their PTs as they are and then evaluate after the final tables are done.

8) PTPA Reports

See A2LA presentation in Attachment C.

There are 6 TNI PT providers that are accredited. They have all been through the process of a recent assessment and they are at various stages.

Two complaints were received:

- 1- Application of footnotes to lower and upper acceptance limits. The provider was not following the application of the footnotes.
- 2- Against the A2LA AD Policy

Both issues have been resolved.

Kirstin noted that there are no requirements that the PT provider provide corrective action when they are assessed by the PTPA. She and Stacie are still preparing notes on things that should be considered in the TNI standard update (ISO Guide 34).

9) Review Open Action Items

None

10) New Business

None.

11) Next Meeting

The next meeting of the PT Executive Committee will be February 17, at 1pm EST.

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

The meeting was adjourned at 5:13pm EST. (Motion: Curtis Second: Joe Unanimously approved.)

Attachment A

Participants TNI Proficiency Testing Executive Committee

Members	Affiliation	Contact Information
Eric Smith, Chair (2010) Present	TestAmerica	615-726-0177 x1238 eric.smith@testamericainc.com
Ilona Taunton, Program Administrator Present	TNI	828-712-9242 tauntoni@msn.com
Justin Brown (2011) Present	New Member	
Gary Dechant (2009) Present	Analytical Quality Associates, Inc.	970-434-4875 gldechant@aol.com
Amy Doupe (2009) Present	Lancaster Laboratories, Inc.	717-656-2300 x1812 aldoupe@lancasterlabs.com
Steve Gibson (2008) Present	Texas Comm. on Env. Quality	512-239-1518 jgibson@tceq.state.tx.us
Dr. Brenda McGrath (2011) Absent	New Member	
Michella Karapondo (2008) Present	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
Matt Sica (2008) Present	State of Maine	207-287-1929 matthew.sica@maine.gov
Joe Pardue (2011) Present	New Member	
Dr. Andy Valkenburg (2011) Present	New Member	
Curtis Wood (2010) Present	Environmental Resource Associates	303-431-8454 cwood@eraqc.com



TNI Proficiency Testing Program

Tuesday, February 1, 2011

Presented by: The PT Executive Committee

Session Chair: Eric Smith




Session Agenda

- Summary of PT Executive Committee 2010 accomplishments
- FoPT subcommittee activities
- PT program 2011 Plans
- Review of draft FoPT Table Management SOP 4-107, Rev 0.0
- Review of draft Evaluating Proficiency Testing Provider Accreditors SOP 4-104, Rev 2.0 (time permitting)

Break

- Discussion on Experimental FoPT tables
- PTPA reports
- Open Floor for Questions /Comments




PT Executive Committee

- Committee Members
 - Eric Smith, Chair – TestAmerica, Inc
 - Gary Dechant – Laboratory Quality Systems, LLC
 - Amy Doupe – Lancaster Laboratories, Inc.
 - Steve Gibson – Texas Comm. on Environmental Quality
 - Michelle Karapondo – US EPA OGWDW
 - Carl Kircher – Florida DOH
 - Stacie Metzler – Hampton Roads Sanitation District
 - Matt Sica – State of Maine
 - Curtis Wood – Environmental Resource Associates
 - Justin Brown – Environmental Monitoring and Technologies, Inc.
 - Brenda Mc Grath – Qualityproof Consultants Limited
 - Joe Pardue – Pro2Serve, Inc.
 - Andy Valkenburg – Energy Laboratories, Inc
- Four new committee members for 2011
- Rotating of the committee –
 - Svetlana Isozomova – Accutest Laboratories




2010 Accomplishments

- Completed an assessment of ACLASS against the applicable requirements for a PTPA as described in Volumes 3 and 4 of TNI's Lab Sector Standards and with the corresponding Stationary Source Audit Sample Standards, and made a recommendation to the TNI Board of Directors that ACLASS be designated as an approved TNI PTPA.
- Completed an assessment of A2LA against the applicable requirements for a PTPA as described in Volumes 3 and 4 of TNI's Lab Sector Standards and with the corresponding Stationary Source Audit Sample Standards, and made a recommendation to the TNI Board of Directors that A2LA continue to be designated as an approved TNI PTPA.
- Made a series of updates to improve and clarify the PT Executive Committee's procedure for evaluating a PT Provider Accreditor, including updates to the application and evaluation checklists.




2010 Accomplishments (cont.)

- Completed updates to all PT Executive Committee SOPs.
- Formed a Field PT Subcommittee tasked with the development of a FoPT table for Lead PTs in soil, paint films, and dust for use by NEFAP. The table criteria will be used for analysis of PTs in the field using field equipment.
- Formed a Cryptosporidium workgroup to evaluate the feasibility for private sector PT providers to provide PT samples for the EPA's Cryptosporidium Lab Approval Program. Based on the workgroup discussions, a Protozoa PT Subcommittee was formed and tasked with establishing FoPT criteria for use with the current EPA program.
- Reviewed and approved an update to the Drinking Water FoPT table. The committee's recommendation will be forwarded to NELAP Accreditation Council for consideration in February 2011.




PTPA Evaluations

- Two PTPA evaluations were completed in 2010–
 - New applicant, ACLASS
 - Re-evaluation of A2LA
- The PT Executive committee wishes to express our thanks to the excellent work done by the committee's Evaluation teams.
 - ACLASS – Carl Kircher (lead) and Amy Doupe
 - A2LA – Stacie Metzler (lead) and Kirstin McCracken





PT Program FoPT Subcommittee Activities

- Chemistry FoPT Subcommittee (Chair – Carl Kircher)
 - Meets every other Tuesday at 12:30 p.m. EST.
 - The group contains a balanced mix of laboratories, PT providers, State Accrediting Bodies, and PTPAs.
 - Currently, the group is performing a review of and update to each of the analytes on the Non-Potable Water Accreditation FoPT table. The subcommittee is roughly ½ way through that review, and they expect the review will be completed in the Summer of 2011. Once that task is completed, the subcommittee will proceed with a review and update to each of the analytes on the Solid & Chemical Materials Accreditation FoPT table.




Chemistry FoPT Subcommittee

- Recognition of the PT Executive Committee's current Chemistry FoPT Subcommittee:
 - Carl Kircher (chair)
 - Stephen Arpie
 - Dan Dickinson
 - Amy Doupe
 - Stacey Fry
 - Jeff Lowry
 - Chris Rucinski
 - Eric Smith
 - Dan Tholen
 - Chuck Wibby




PT Program Subcommittee Activities

- WET FoPT Subcommittee (Chair – RaeAnn Haynes)
 - Recently re-established. Meets the 2nd Wednesday of each month at 1:00 p.m. EST.
 - The group contains a balanced mix of government (fed, state, and local), WET lab representatives, and all three PT Providers of WET PTs.
 - This subcommittee is in the process of identifying which endpoints make sense and if there are some that do not make sense. Temperature variation has been eliminated to increase WET study sizes. The subcommittee is also discussing the possibility of eliminating the hypothetical estimates (such as NOEC) and substitute an endpoint test (such as IC25).
 - The subcommittee expects review of the FoPT table to be completed within a year.




WET FoPT Subcommittee

- Recognition of the WET FoPT Subcommittee members :
 - RaeAnn Haynes (chair)
 - Ginger Briggs
 - Pete De Lisle
 - Robert Kelly
 - Jamie Mitchell
 - Stacie Metzler
 - Jeff Lowry
 - Chuck Wibby
 - Bob O'Brien
 - Faust Parker
 - Patrick Yellin
 - Steven Rewa
 - Teresa Norberg-King




PT Program FoPT Subcommittee Activities

- Field FoPT Subcommittee (Chair – Paul Cestone)
 - Meets every other Tuesday at 3:30 p.m. EST.
 - Currently working through some final details on the Field FoPT table. Projections are that the Field FoPT table will be completed by Spring 2011.




Field FoPT Subcommittee

- Recognition of the Field FoPT Subcommittee members :
 - Paul Cestone (chair)
 - David Binstock
 - Ty Garber
 - William Gutknecht
 - Shawn Kassner
 - Mary Anne Latko
 - Benjamin Lim
 - Stacie Metzler
 - Marlene Moore
 - Cheryl Morton
 - Natasha Mugambwa
 - John Pesce
 - Randy Query
 - Christopher Rucinski
 - Erik Winchester
 - Eugene Pinzer
 - Jack Paster





PT Program FoPT Subcommittee Activities

- Protozoa FoPT Subcommittee (Leadership – Carrie Miller and Matt Sica)
 - Holding their first official FoPT subcommittee meeting here in Savannah on Wednesday morning.




PT Program 2011 Plans

- Implement updates to the Drinking Water, Non-potable Water, and Solid & Chemical Materials FoPT tables.
- Implement a Field FoPT table (Lead in paint).
- Implement a Protozoa FoPT table (Cryptosporidium).
- Retire the Experimental FoPT tables on or before July 1, 2011.
- Define and implement a process for addition and removal of analytes from FoPT tables.




FoPT Table Management SOP

- Over the next year, the PT Executive Committee will be developing and implementing an SOP on FoPT Table Management. It has been proposed so far that this SOP include how to:
 - Request / add new analytes
 - Request / add high/low concentration ranges
 - Fix FoPT table typos
 - Request removal of analytes/ remove analytes
 - Set Table effective dates
 - Set minimum time windows required to process requests
- The SOP would also outline/map the approval processes necessary to make changes to the Tables.
- Various groups/programs within TNI will be asked to provide comment on the draft SOP.
- At this time, the PT Executive Committee Chair would like to initiate the review process for the initial draft of the FoPT Table Management SOP. Comments from the committee members and the audience are welcomed.




Proposed updates for SOP 4-104, Evaluating PTPAs

- Time permitting, a review of a proposed update to SOP 4-104, Evaluating PTPAs will now be performed before the break.




Break 3:00 -3:30 p.m.




Experimental Fields of Proficiency Testing

- PT Executive Committee's status on the plan to eliminate/retire Experimental FoPT tables
 - The Chemistry FoPT table subcommittee completed their technical reviews of experimental analytes associated with the Drinking Water, Non-potable Water, and Solid & Chemical Material tables and the subcommittee made table update recommendations to the PT Executive Committee in 2010.
 - The PT Executive Committee has reviewed and approved an update to the Drinking Water FoPT table. The committee's recommendation will be forwarded to NELAP Accreditation Council for consideration in February 2011.
 - Chemistry FoPT subcommittee recommendations for Non-Potable Water and Solid & Chemical Materials will be reviewed by the PT Executive Committee in the coming months. The review will focus on the transfer analytes from the Experimental table to the Accreditation table where possible.





Experimental Fields of Proficiency Testing

- The NELAP Accreditation Council has expressed to the PT Executive Committee that it wants the Experimental FoPT tables to be retired as soon as possible.
- The PT Executive Committee is currently discussing what timetable (between now and July 1st) should be followed for the retirement of Experimental FoPT tables and their subsequent removal from the TNI website.
- At this time, the PT Executive Committee is interested in hearing feedback from the TNI community on this issue.
 - Should the Experimental FoPT tables be retired and removed from the website immediately?
 - If not immediately, what timetable should be followed (between now and July 1st)?
 - Would removing the tables immediately create any accreditation issues?
 - Immediate removal of the tables may create a certain amount of confusion for labs. How might this be prevented?



PTPA Reports

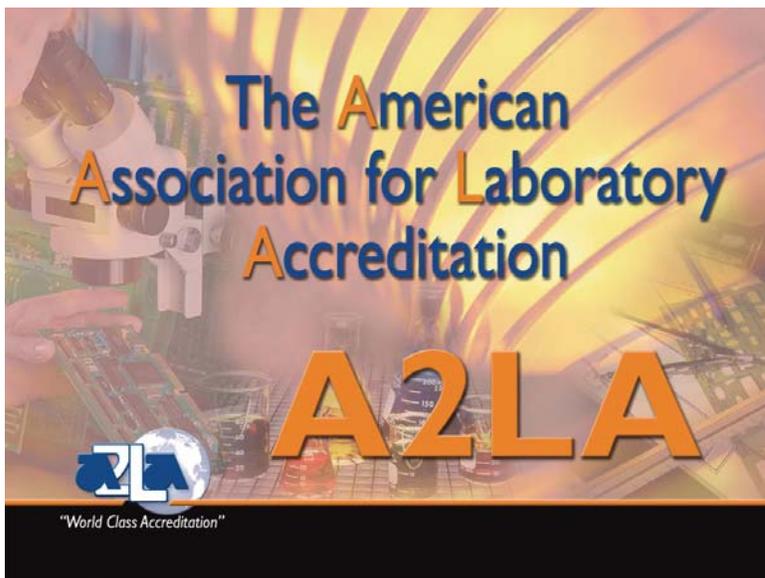
- A2LA
- ACLASS



Questions

- Open Floor for Questions/Comments
 - On topics discussed today
 - On new topics/issues





A2LA PTPA Update Report

Aruna Kaveeshwar / Kelly Black



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Status of TNI PT Providers

- 6 TNI PT Providers currently accredited
- All completed their renewal assessments and currently in various stages of the A2LA renewal process.
- One new TNI PT Provider in the system will undergo initial assessment



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Complaints to A2LA

- Two complaints received, one from a State
- One technical regarding application of footnotes to lower and upper acceptance limits (data was not uploaded on time by organization so was not reviewed by A2LA statistician)
- One non compliance against the A2LA AD Policy
- Both resolved through A2LA complaint procedures



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A2LA Complaint Procedures

- Lodged on A2LA website, may be communicated orally or via e-mail
- Validity of complaint is verified (example "whistle blower" disgruntled employee)
- A2LA Quality Manager documents the complaint electronically in A2LA data base
- Nominated Staff member takes action, President or designee consulted during process
- Complainant contacted; are first strongly encouraged to contact A2LA accredited organization directly



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Resolution of Complaint

- A2LA accredited organization notified of complaint and identity of complainant (if given permission) and asked to exercise and provide evidence of their complaint handling procedures to A2LA
- Confidentiality maintained at all times
- If complaint not resolved by parties involved, the President or designee recommends a third party arbitrator (applicable to technical complaints)
- The complainant informed in writing by applicable staff members regarding the resolution of complaint



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Tracking and Closing Complaints

- Action is taken within 30 days of lodged complaint
- Quality Manager monitors progress to ensure timely resolution
- Complaint Record and follow up documentation forwarded to Quality Manager by staff member
- Quality Manger closes complaint in A2LA data base
- President or designee provided with all information for agreement on closure of complaint



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A2LA PT Oversight Database

TNI PT Executive Committee
February 1, 2011



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Upload History

Year	Q	SOLIDS	WPCHEM	WSCHEM	WSRAD
2008	Q4				
2009	Q2				
2009	Q3				
2009	Q4				
2010	Q1				
2010	Q2				
2010	Q3				
2010	Q4				
2011	Q1				



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Routine database function

- Study summary statistics and comments uploaded
 - no comments,
 - boiler-plate review of unacceptable rate,
 - some custom comments as needed
- Verification, when passed, leads to successful upload
- File upload report
 - Goes to PTP and A2LA
 - Reviewed by A2LA, routinely, letters sent to PTPs for explanation



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■ SAMPLE UPLOAD REPORTS....

Beyond Upload Reports



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“Routine” special analyses – Random across Range

- Random allocation across range – requires 12-20 studies (1-6 years for different providers and programs)
 - Break TNI range into 4 equal size quadrants
 - Expect 3-5 studies in each quadrant, perform a Chi-square test for *uniform distribution*
 - First run in 1/2011, questions under review by 3 PTPs for WP, and 1 PTP for Solids and VWS (other PTPs/matrices have insufficient data)
 - This issue will be confounded when ranges change with new FoPT tables



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“Routine” special analyses – Random across Range

PTP	Code	Min	Max	N	Bin 1	Bin 2	Bin 3	Bin 4	p-value
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“Routine” special analyses – Unacceptable Rates

- Unacceptable rates –only done when $n > 50$ in a study (by analyte or group)
- Compare with all PTP studies over last 2 years for that analyte or group (requires all PTP data jointly available)
- Flag any analyte or group where $\%U > 95^{\text{th}}$ percentile or $\%U < 5^{\text{th}}$ percentile
 - note, this is a test with $\alpha = .10$; will be revised with experience



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“Routine” special analyses – Unacceptable Rates

- Run in January 2011, sufficient data for groups and for some analytes at large PTPs
 - Note that in November 2010 there wasn't enough data yet.
- Review groups, then look at individual analytes – review process not clear yet, will refine as we proceed
- Things we might look at to understand issues
 - The same analyte across studies?
 - Groups of common analytes in a study?
 - All analytes for a matrix?
 - All analytes for a PTP?



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“Routine” special analyses – Unacceptable Rates

Analyte Group	Study N	# U	U Rate	%	% Value	N
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“Routine” special analyses – Means and SDs

- Regression for PTP study means and SDs against expected values
- Statistically significant intercept ($\neq 0.0$) or slope ($\neq 1.0$)
- Examine sets of flags to investigate patterns:
 - 1 PTP flagged – anomalous PTP, or lots of data so always significant
 - Multiple PTPs flagged –inappropriate FoPT criteria, or different formulations or method mixes are detectable
- Review different patterns, create new flags and targeted analyses
 - Provide input to FoPT Subcommittee



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“Routine” special analyses – Means and SDs

Analyte	N	Slope p-value (Mean)	Intercept p-value (Mean)	Slope p-value (SD)	Intercept p-value (SD)
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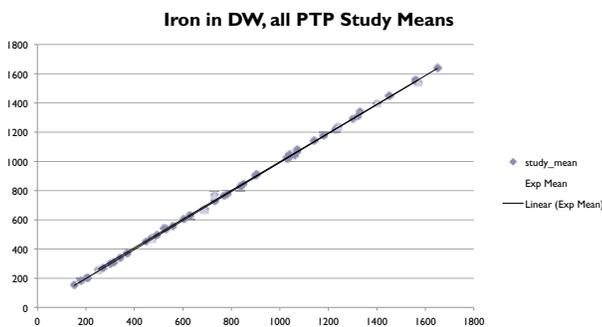
“Routine” special analyses – Means and SDs

Analyte	N	Slope p-value (Mean)	Intercept p-value (Mean)	Slope p-value (SD)	Intercept p-value (SD)
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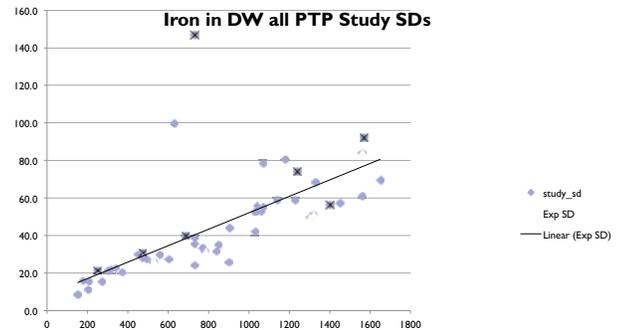
The American Association for Laboratory Accreditation

“Routine” special analyses – Means and SDs



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“Routine” special analyses – Means and SDs



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Problems Discovered

- A2LA has sent many messages (TNTC) to providers for explanation.
 - Most regarding flags that turned out to be formatting issues (by report)
- A2LA cannot confirm if issues were only due to formatting or were sample-related. Some can be (were) confirmed on onsite assessments
 - Most have not re-occurred
 - A2LA accredited PTPs have management systems that should ensure corrections are permanent



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Acknowledged Problems

- Use of incorrect means
 - Assigned value or study mean
 - As midpoint of acceptance range
 - When applying footnotes
- Use of incorrect acceptance ranges
 - Incorrect use of footnotes
 - globally or by analyte
 - 10% or PTRL - 90% - 110%
 - Failure to update regressions/typos in coefficients
 - Limits modified for practicality (120% instead of 110%)



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Acknowledged Problems

- While many errors have been corrected – most permanently – none have led to revised evaluations or reports.
- Two issues raised to FoPT subcommittee
 - recovery for pesticides
 - 90%-110% minimum limits
 - more may be coming (e.g., metals in soil)
- Some reviews are just starting (uniform ranges, recoveries, unacceptable rates), so there could be new issues in 2011.



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Caveats

- Upload rates vary by PTP and matrix and analyte
- Process of PTOB oversight leads to correction; just reviewing and sending messages produced MANY fewer flags
 - This oversight caught many things that onsite assessments wouldn't identify.
 - This provides 100% review of summary data.
 - Issues with raw data still possible.



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Lessons from 2 years of review

- It's a very complicated topic.
- Oversight leads to vigilance by PTP.
- Some PTPs need more oversight than others, but all need some.
- Review processes are evolving as data are becoming available.
- We are learning as we go.
- Must have the ability to compare data from all providers, and with review by competent PTOB and responsible PTPA.
- Surprises happen.



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Conclusions

The combination of A2LA's experience in

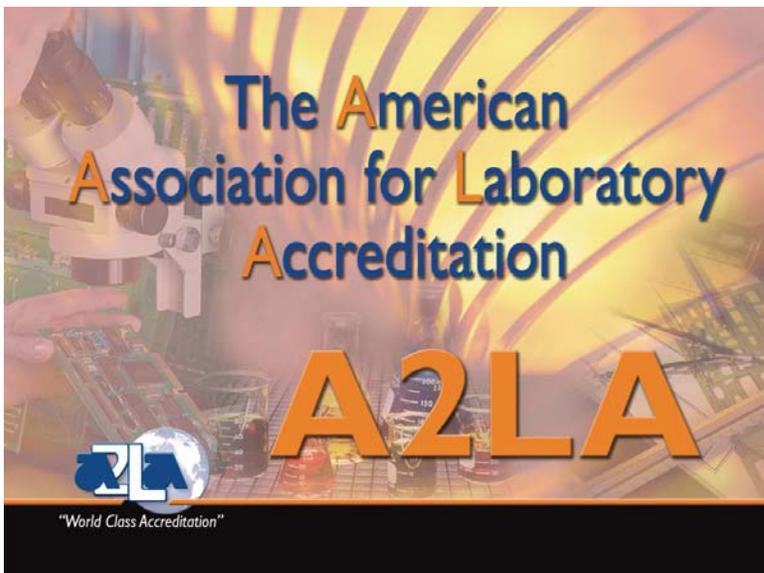
- TNI committees and meetings,
- conducting PTPA onsite assessments, and
- implementing the PTOB oversight database

has resulted in a program that meets the requirements and needs of the TNI laboratory community.



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A2LA



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Attachment D

Action Items – TNI PT Executive Committee

	Action Item	Who	Expected Completion	Actual Completion
136	Start work on the SOP to add analytes to Accreditation FoPT Tables.	Eric, Curtis, Stacie	Jan 2010	Complete
144	Prepare response to Kirstin and distribute to committee for comment.	Eric	12/16/10	Complete
146	Complete PTPA vote by e-mail.	Ilona	1/5/11	Complete
147	Invite candidates to be members of the Committee and forward acceptance to TNI Board for approval.	Eric Ilona	1/30/11	Complete
148	Request PT data from PTPA database.	Eric, Carl, Jeff	1/17/11	Complete
149	Update the FoPT tables to delete any analytes that do not meet the 2003 NELAC requirements.	Eric, Jeff	1/30/11	In progress.
150	Send out - DW FoPT table information and - a DRAFT letter to the NELAP AC. These will be voted on by the committee next month.	Eric	1/14/11	Complete
151	Follow-up on PTPA SOP with Policy Committee.	Ilona	1/20/11	Try to get comments from Policy Committee.
152	Forward A2LA PTPA recommendation to the TNI Board.	Eric	1/29/11	Complete
153	Receive updated DW FoPT table from Jeff and forward with the cover letter to the NELAP AC.	Eric	1/29/11	
154	Draft response to GRO question.	Eric	1/29/11	
155	Prepare update on WET FoPT Subcommittee for Eric to present in Savannah.	RaeAnn	1/29/11	Complete

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	