

TNI PT Program Executive Committee Meeting Summary

February 14, 2013

1) Roll call and approval of minutes:

Chair, Stacie Metzler, called the TNI PT Program Executive Committee (PTP EC) meeting to order on February 14, 2013, at 1PM EST. Attendance is recorded in Attachment A – there were 8 Executive Committee members present. Associate members present included: Matt Sica, Rob Knacke, Maurice Downer, and Kelly Black.

The December minutes were not reviewed in Denver, so the group reviewed them today. Curtis motioned to approve the minutes. The motion was seconded by Patrick and unanimously approved.

The January minutes in Denver were reviewed. Steve motioned they be approved the corrections he e-mailed regarding a typo and the Microbiology FoPT Subcommittee Scope. The motion was seconded by Susan and unanimously approved.

2) Committee Membership and Selection of Chair and Vice-Chair

Iлона received the following nominations by e-mail:

Stacie – Chair

Curtis – Vice-Chair

There were no other nominations.

Curtis motioned to retain Stacie as chair of the PTP EC. Susan seconded this motion. Stacie abstained from the vote and all other votes were in favor. The motion passed.

The committee chairs were notified that members who would normally rotate off this year could choose to remain on the committee one additional year if needed. This additional year was put in place to help committees adopt and comply with the updated TNI Committee SOP.

Curtis asked to stay on for another year. Susan motioned to have Curtis take the role of Vice-Chair. The motion was seconded by Andy. Curtis abstained from the vote and all other votes were in favor. The motion passed.

Carl Kircher asked to remain on the committee until he is notified of whether he will be joining the NEFAP EC. At that time he will decide whether he would like to serve on both committees.

Stacie will contact Eric Smith to find out if he would like to serve an additional year.

Jennifer Loudon submitted an application to be part of the committee. She would replace Amy as a lab representative. Michella motioned to add Jennifer to the committee. The motion was seconded by Curtis and unanimously approved. Ilona will confirm membership and notify the TNI Board for approval.

3) Approval of A2LA as PTPA

The associate members were asked to remove themselves from the call for 15 minutes so the PTP EC could review and discuss the evaluation report.

Susan motioned for the continuance of A2LA as a PTPA. The motion was seconded by Steve. Patrick and Curtis abstained. All other votes were affirmative. The motion passed.

Ilona will take a look at the voting SOP and confirm that we don't need to do an e-mail vote. *(Addition: There were 8 members on the call and 2 abstained from the vote. The total number of committee members is 12. 2/3 of the membership was on the call. The current voting SOP is under revision and has outdated procedures. Members who were not on the call were sent an opportunity to place a vote.)*

(Addition: Votes received by E-mail: Eric Smith – For, Nicole Cairns – Abstain, Joe Pardue – For, Justin Brown – For.)

4) Microbiology Subcommittee Scope

Michella motioned to approve the Microbiology Subcommittee Scope (Attachment B). The motion was seconded by Andy and unanimously approved. Meetings will start in April.

5) PTP EC Charter

Steve forwarded a copy of the old PTP EC charter to the committee. Previous work on the charter was reviewed and Stacie and Ilona will meet to review the information and put it into the proper format.

6) New Business

- None.

7) Next Meeting

The next meeting of the PTP Executive Committee will be by teleconference on March 21, 2013 at 1pm EST. The agenda should include: Charter, Dispute SOP, Update ACLASS Assessment, and Position Paper.

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

The meeting was adjourned at 2:28pm EST. Motion – Curtis Second – Steve 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) Absent	Environmental Monitoring and Technologies, Inc.	847-875-2271 jbrown@emt.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
Carl Kircher (2010) Present	Florida DOH	904-791-1574 carl_kircher@doh.state.fl.us
Patrick Brumfield (2012) Present (left 1:43pm)	Sigma-Aldrich RTC	(307) 721-5488 Pat.Brumfield@sial.com
Michella Karapondo (2011) Present	USEPA	513-569-7141 karapondo.michella@epa.gov
Nicole Cairns (2012) Absent	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) Present	Energy Laboratories, Inc.	avalkenburg@energylab.com 406-869-6254
Curtis Wood (2010) Present	Environmental Resource Associates	303-431-8454 cwood@eraqc.com

Attachment B

TNI PROFICIENCY TESTING PROGRAM EXECUTIVE COMMITTEE (PTPEC) MICROBIOLOGY SUBCOMMITTEE

Subcommittee Membership: Susan Butts, Chair; Jennifer Best, Bennie Cockerel, Jeff Lowery, Patsy Root, Mike Blades, Andy Valkenburg, Carol Haines

The PTPEC reviewed the minutes from the first meeting of microbiology subcommittee and determined the scope. The goal of this subcommittee will be to evaluate the two issues included below to determine if improvements should be made to the NELAP PT Program in regards to qualitative microbiology PTs. There were other topics identified that may be addressed as a continuation of this subcommittee, or through other means.

Determining preparation ranges for qualitative microbiology FoPTs:

Currently, there are a wide range of concentrations used in qualitative microbiology PT. These concentrations must be meaningful to reflect a laboratory's performance, and meet the requirements of regulatory programs. The subcommittee should gather input from ABs, EPA along with PT provider data to determine the appropriate concentration ranges for use in qualitative microbiology PTs.

Evaluate performance of strains currently in use

Strains of bacteria used to manufacture PT samples are not specified on the FoPT tables, but must perform appropriately in each approved method where feasible. The subcommittee should evaluate data from PT Providers to determine if strains currently in use are showing equivalent performance, and develop a recommendation for program improvement, which may include specifying strain performance criteria on the FoPT tables.

Attachment C

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	Continuing	
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	
200	Update Committee Charter Form and prepare for final vote.	Stacie Ilona	3/20/13	

Attachment D

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			