

**TNI PT Program Executive Committee
Meeting Summary**

March 16, 2017

1. Roll call and approval of minutes:

Chair, Maria Friedman, called the TNI PT Program Executive Committee (PTPEC) meeting to order by teleconference on March 16, 2017, at 1pm Eastern. Attendance is recorded in Attachment A – there were 11 members present. Associate Members present: Joe Pardue, Andy Valkenburg and Jennifer Best (present only for Micro FoPT Subcommittee update).

Maria confirmed that everyone received the meeting information she sent by email.

Maria reviewed the February 16, 2017 minutes with the committee. Nicole motioned to approve the February 16, 2017 minutes with the correction to Reggie's name. Gil seconded the motion and the motion was unanimously approved.

2. Update

- NPW and SCM tables have an effective date of July 24, 2017. Maria will forward the final tables to Ilona for posting and she will send a note to the PT Providers and PTPAs.

E-mail votes on 2-24-2017- For

Matt - amended motion to set effective date to 7-24-2017

Susan

Nicole

Gil - second

Jennifer Duhon

Patrick

Michella

Dixie

E-mail votes on 3-3-2017 - For

Eric

Maria

- The Charter will be worked on during the April meeting. Ilona commented that each Objective needs to have a Success Measure noted. The old Charter format had Objectives and Success Measures as two separate items.
- The MPN and Radiochemistry data have to be anonymized and Jennifer and Carl have been sent the data.
- The Chair of the TNI Board has approved the new members and they have been added to our roster.
- The Internal Audit Checklist will be ready for finalization after SOP 4-105 is approved. SOP 4-102 has already been completed.

3. SOP 4-105

Maria updated the committee on the changes highlighted in SOP 4-105 sent this morning.

A motion was made by Gil to approve SOP 4-105 as sent to the committee with the meeting agenda on 3-16-17. The motion was seconded by Fred and unanimously approved.

Vote:

Susan – For

Nicole – For

Gil – For

Jennifer Duhon – For

Patrick – For

Michella – For

Eric – For

Matt – For

Fred – For

Maria – For

The motion was approved.

4. DW FoPT Table – NELAP AC Review

The NELAP AC did not approve the table due to Footnote 15. Maria shared an email from Carl relevant to this vote:

Email 1/9/17:

I want to emphasize that this (and the other) FoPT Tables are primarily for the use of PT Providers in formulating concentration ranges, presence or absence of analytes, and acceptance criteria if Assigned Values are nonzero (plus the PTRLs for making an

Assigned Value as zero or not present). They are of use to pending and accredited laboratories only for denoting what analytes are available by matrix for proficiency testing. The tables are based on PT data that were insufficient to differentiate test methods and technologies at the time. This emphasis is pertinent to your item 5 below and the proposed Footnote 15.

It was noted in a January email from Maria that the same footnote in question is already in use on a posted table (NPW, Footnote 11). Maria will attend the next NELAP AC meeting in April to discuss this issue. *(Addition: No longer needed because committee voted to delete Footnote 15.)*

Carl noted that as a voting member of the NELAP AC, he will veto it because it is a risk. Pennsylvania and New Jersey will not vote on it. It is not implementable by Florida.

It is clear to that EDB and DBCP must be passed in a PT - irrespective of the technology.

Was there a vote where Footnote 15 was not put in the table? Maria will look at the June 20, 2014 minutes to see why it was approved. The DW has some grouping of analytes. Now that EPA has promulgated other technologies, the footnote is no longer valid.

The NPW FoPT table has the same footnote. Carl commented that it is not an issue there because DBCP and EDB are listed separately.

Ilona thanked Carl for taking time out from his assessment to provide the update.

Michella noted that criteria is the same regardless of technology. Eric noted that there is an example in the DW table where 1,2,3-trichloropropane is listed twice. This compound is not an issue - different concentration ranges and acceptance criteria. Footnote 15 may be OK for 1,2,3 – trichloropropane, but not for the EDB, DBCP. 1,2,3-trichloropropane is not regulated, so Michella does not have an issue. Eric does not think there is any loss if the footnote is removed.

Maria shared the June 20, 2014 minutes on screen.

Andy commented that EDB and DBCP wouldn't work for method 524 because it is not sensitive enough. Carl does think it can be done and 524.3 is approved for it.

Matt thinks the footnote should be removed since there is a regulatory driver involved.

Eric made a motion to drop Footnote 15 from the DW FoPT table submitted to the NELAP AC. The motion was seconded by Matt.

Discussion:

Michella noted 524.3 was approved in 2013. Susan sees no problem.

Roll call vote:

Susan – For
Gil – For
Jennifer – For
Patrick – For
Michella – For
Dixie – For
Matt – For
Eric – For
Fred – For
Maria – For

The motion passed. Maria will update the table and forward it to the NELAP AC for vote.

5. Subcommittee Report

FoPT Format Subcommittee

Andy has no update for today. March 31st is the deadline. The committee has been meeting.

Chemistry FoPT Subcommittee

Carl will send Maria a note to provide what information he needs to start the collection of data for NPW Solid Waste ARA.

SOP Subcommittee

The majority of the proposed section on updating PT limits can be added to SOP 4-107. The subcommittee will add sections for anything that is not there now.

Reviewed SOP 4-102: Gil updated the document with the Policy Committees requested changes. He will get the final document to Maria to review and approve at the April meeting.

The committee reviewed the Internal Audit Checklist and sent comments to Maria and Ilona. Ilona made further changes.

Microbiology FoPT Subcommittee

Jennifer has data now. She is hoping the EPA statisticians will be able to get information to the subcommittee soon.

6. New Business.

- Eric asked about archiving the Lead table – what needs to be done? Maria will check to see if the table is down on the website.

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

#185 – Maria pulled Ilona’s research notes from the June 2014 meeting minutes and reviewed Ilona’s information with the committee on screen. The Footnote 15 in question referenced Volatile Aromatics and the NELAP AC wanted it changed to Volatile Organics because Volatile Organics in the DW FoPT Table are not broken down to Aromatics. The PTPEC had approved that change. In the draft DW FoPT Table for 2017, Footnote 15 has been renumbered as Footnote 14. The committee verified that this action item is done.

#214 – Ilona provided historical information that Maria reviewed. Maria reviewed this information on screen and the committee agreed the action item is complete.

Maria asked if moving forward a column can be added to the Action Table to include the date the item was added. This will make it easier to find the status of an action item if questions arise. Ilona will add this column to the minutes and it will be used going forward.

7. Next Meeting

The next PTPEC teleconference will be April 20, 2017. Ilona will send out Webex notifications within 24 hours of the meeting time.

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

Maria adjourned the meeting at 2:22 pm Eastern. (Motion: Fred Second: Gil Unanimously approved.)

Attachment A

Participants TNI

Proficiency Testing Program Executive Committee

Members	Rep	Affiliation	Contact Information
Maria Friedman (2020) Present	AB	California Water Board	949-307-0949 Maria.Friedman@waterboards.ca.gov
Ilona Taunton, Program Administrator Present		TNI	828-712-9242 tauntoni@msn.com
Eric Smith (2019) Present	Lab	ALS Environmental	904-394-4415 eric.smith@alsglobal.com
Susan Jackson (2018) Present at 1:23pm	AB	South Carolina DHEC	(803)896-0978 jacksosb@dhec.sc.gov
Nicole Cairns (2018) Present to 1:30pm	Lab	NY State DOH	(518) 473-0323 nicole.cairns@health.ny.gov
Jennifer Duhon (2019*) Present	Other	Millipore Sigma	307-3897218 jennifer.duhon@sial.com
Matt Sica (2020) Present	AB	ANAB, ANSI-ASQ National Accreditation Board	msica@anab.org
Dixie Marlin (2018*) Present	Other	Marlin Quality Management, LLC	513-309-3593 marlinquality@gmail.com
Gil Dichter (2018*) Present	Other	IDEXX Water	207-556-4687 gil-dichter@idexx.com
Patrick Garrity (2019*) Present	AB	Kentucky DEP	502-319-4040 patrick.garrity@ky.gov
Michella Karapondo (2019*) Present	Other	USEPA	513-569-7141 karapondo.michella@epa.gov
Fred Anderson (2020*) Present	Other	Advanced Analytical Solutions, LLC	Fred@advancedqc.com
Jennifer Mullins (2020*) Absent	Lab	Upper Occoquan Service Authority	jennifer.mullins@uosa.org
Scott Haas (2020*) Absent	FSMO	Environmental Testing, Inc.	405-401-7344 shaas@etilab.com

Attachment B

Action Items – TNI PT Executive Committee

	Action Item	Who	Date Added	Expected Completion	Actual Completion
185	Send updated DW table with Footnote 15 to NELAP AC for approval.	Stacie Maria		4/1/12	Complete Verified again on Webex.
214	Update Tin, Total Xylene and Total Cyanide on FoPT tables and submit for approval.	Carl Stacie		Next Meeting	Complete
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.
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
333	Lead FoPT table needs to be archived.				
336	Notify Rachel that ARA has been accepted and send request to Carl regarding data needed.	Maria		2/15/17	Rachel has been notified. 3/16/17: Still need to send request to Carl.
339	Send DW FoPT Table to NELAP AC.	Maria		3/15/17	Complete

	Action Item	Who	Date Added	Expected Completion	Actual Completion
340	Send final copy of SOP 4-105 to Ilona for distribution to Policy Committee.	Maria		3/15/17	
341	Update Internal Audit Checklist with update SOP information.	Gill		3/9/17	Complete
342	Send DRAFT Charter to committee for final comments.	Maria		2/23/17	Complete
343	Notify PT Providers and PTPAs about delay of Volume 3 and 4 implementation.	Maria		TBD	
344	Send note to PTPAs and PT Providers regarding update of NPW and SCM FoPT tables.	Maria	3/16/17	4/15/17	
345	Update DW table and re-send to NELAP AC.	Maria	3/16/17	4/15/17	
346	Check on status of lead table.	Maria	3/16/17	4/15/17	

Attachment C

Backburner / Reminders – TNI PT Executive Committee

	Item	Meeting Reference	Comments
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	<p>Moved back to Backburner (originally discussed 2/20/14) :</p> <p>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.</p> <p>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.</p>	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.