

**TNI PT Executive Committee  
Meeting Summary  
(DRAFT)  
March 17, 2011**

1) Roll call and approval of minutes:

Chairman Eric Smith called the TNI PT Executive Committee meeting to order on March 17, 2011, at 1 PM EST. Attendance is recorded in Attachment A. Associate members Jeff Lowry (ERA), Mike Weisrock (ACCLASS), Patrick Brumfield (RTC), Carrie Miller (EPA) were present on the call.

The minutes from the February 17<sup>th</sup> and March 10<sup>th</sup> meetings were reviewed. A motion was made by Joe to approve both sets of minutes. The motion was seconded by Curtis and unanimously approved. The minutes will be posted on the TNI website.

2) DW Tables - Update

The NELAP AC is currently voting on the table. There was one veto that is being investigated. The table will be returned to the PT EC if the veto is upheld. It may take a few meetings to work through this. The PT EC should know something by mid April.

Eric asked if the effective date needs to change due to the delay. Curtis stated that ERA has been aware of this, but communication should be distributed to the other PT providers to determine the need for an implementation date change. Patrick said he would like to see the table first. Eric is suggested changing the date to October 1, 2011. A final decision on will wait until the NELAP AC completes their review and approval.

3) PT Database Update

Curtis is working on a DRAFT proposal to the TNI Board of Directors. It will be sent the first week of April.

4) Table Management SOP Subcommittee

A meeting needs to be set-up. The group will have their first meeting on March 23<sup>rd</sup> at 1pm EST. Ilona will set-up the call.

## 5) DRAFT Update of PTPA Assessment SOP

Comments:

Corrective action responses are to include objective evidence when they are submitted back from the PTPA. If not a timeline should be established for receipt of the information.

5.7 Clarify that only PTEC members should receive copies of reports and corrective action.

Andy was concerned that the checklist does not include anything about safety or waste management. Eric commented that the checklist was prepared from the standard and these items are not part of the standard. Gary also noted that our assessment teams do not have the expertise to check these types of items.

A motion was made by Joe to accept the updated Final Working DRAFT of the SOP (SOP 4-104 Rev2.0). Michella seconded the motion. The motion was unanimously approved. It will be sent to the Policy Committee for approval.

Application:

NEFAP has been added as a field of accreditation.

Note: page 4-4. First sentence of note we refer to assessor instead of accreditors. Needs to be plural.

A motion was made by Curtis to accept the updated Application. Gary seconded the motion and it was unanimously approved. Ilona will forward this to William for posting on the website.

## 6) Xylenes

Carl would like to see a Total Xylenes and a m+p Xylenes and o-Xylenes.

Eric asked if a lab can pass a total if it fails an isomer? Carl commented that this would not be an issue if there are separate listings. Steve commented that they look at m+p Xylenes and o-Xylenes. A failure of an isomer would not affect the Total accreditation.

The committee is open to adding the isomers and the total xylenes. This will be forwarded to the Chemistry FoPT Subcommittee.

## 7) NPW FoPT Table

Eric distributed an update for committee consideration. Curtis commented that the PT EC should not send an effective date at this time. The date should be determined when it comes back from the NELAP AC. Eric will remove this.

Eric sent the following note:

*Dear PT Executive Committee members,*

*Here is the draft update for the Non-Potable Water Accreditation table for PT Executive Committee consideration. I've attached this NPW FoPT table to Carl's original email below from the Chemistry FoPT table subcommittee. The Evaluation table used by the subcommittee is also attached. Experimental analytes that did not have enough data available to meet 2003 NELAC criteria, have since been removed and are listed below for the NELAP AC. I have also generated below a draft of an email to the NELAP AC for your consideration. I realize that it will probably take committee members a little bit of time to review this information. I do plan to add it to this Thursday's agenda so that we can at least start the discussion on this table. If we could plan to finish discussions on this NPW table update during our April teleconference and hopefully vote on it in April, I think that would be good. We may want to consider whether or not to set the proposed NPW effective date to January 1<sup>st</sup>, 2012 to give PT providers ample time to adapt their systems. I should also have the draft update of the S&CM table ready to distribute to you for review soon.*

*Dear Aaren,*

*On behalf of the PT Executive Committee, I am forwarding to you a revised Non-Potable Water (NPW) FoPT Accreditation table for consideration by the NELAP Accreditation Council. This Table represents the PT Executive Committee's review and update for concentrations and acceptance criteria for former NPW Experimental analytes that are being transferred over to the Accreditation tables, as well as adding two new analytes to the Volatile Aromatics. An Excel file that contains a detailed summary of results for all analytes considered is also forwarded for your review.*

*Adoption and subsequent implementation of the attached NPW FoPT accreditation table would complete the transfer of analytes, having sufficient PT data to meet the study quantity requirements in the 2003 NELAC Standards, from the NPW FOPT Experimental table to the NPW FOPT Accreditation table.*

*As per the preference of the NELAP Accreditation Council, analytes from the Experimental table that did not have sufficient data during review to meet 2003 NELAC Standard requirements for 10 valid PT studies with 20 or more participant laboratories per study were not included in the supplied NPW FoPT Accreditation Table update. The former NPW Experimental analytes that were dropped and not transferred over to the NPW Accreditation table are:*

*Total Organic Halides (TOX)*

*Azinphos-methyl (Guthion)*  
*Diazinon*  
*Disulfoton*  
*Malathion*  
*Parathion, ethyl*

*The following Low Level Nitroaromatic and Nitroamines –*  
*4-Amino-2,6-dinitrotoluene*  
*2-Amino-4,6-dinitrotoluene*  
*1,3-Dinitrobenzene*  
*2,4-Dinitrotoluene*  
*2,6-Dinitrotoluene*  
*HMX (Octahydro-1,3,5,7-tetranitro-1,3,5,7-tetrazocine)*  
*Nitrobenzene*  
*2-Nitrotoluene*  
*3-Nitrotoluene*  
*4-Nitrotoluene*  
*RDX (hexahydro-1,3,5-trinitro-1,3,5-triazine)*  
*Tetryl (methyl-2,4,6-trinitrophenylnitramine)*  
*1,3,5-Trinitrobenzene*  
*2,4,6-Trinitrotoluene*

*We believe the concentration ranges, acceptance criteria, and PTRLs in the latest NPW FoPT table update are consistent within analyte chemical classes of compounds and that our latest revision provides TNI with an improved NPW FoPT Accreditation table. We have also added color coding and strike-through effects to provide quick identification of the latest revision changes to the table.*

*The PT Executive Committee now requests that the NELAP Accreditation Council review and approve the attached TNI NPW FOPT Accreditation Table. Please feel free to let me know if you have any questions/comments. I'd be glad to attend the NELAP AC session when the council plans to discuss in order to answer questions, if you feel that might be helpful.*

Andy noted that the federal register has added acrolein and acrylonitrile to the methods parameters, but only acrolein is in the final updated table. It was then pointed out that these compounds were only added as qualitative analytes and that the revised table has only additions of "experimental analytes" that have been moved to the PT tables.

Eric reviewed some of the previous issues as to whether group headers in the table have any significance. This is still something being reviewed through a Standard Interpretation Request that the NELAP AC is reviewing.

The posted tables will not include colors or cross-outs. Some committee members would like to keep the colors and leave the cross-outs out. The committee was in agreement on this concept.

A motion was made by Carl to approve the NPW table as distributed with the amended changes (remove effective date, red header needs to state “previous experimental analytes”). The motion was seconded by Joe and unanimously approved.

The comment about the crossed out footnote will be added in the letter to Aaren. Eric will forward this information next week, so the committee can provide Eric with any additional suggestions on the memo.

8) Review Open Action Items

Updated in table.

9) New Business

None.

10) Next Meeting

The next meeting of the PT Executive Committee will be April 21, 2011.

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

The meeting was adjourned at 2:27 EST. (Motion: Curtis Second: Gary Unanimously approved.)

## Attachment A

### Participants TNI Proficiency Testing Executive Committee

Members	Affiliation	Contact Information
Eric Smith, Chair (2010) <b>Present</b>	TestAmerica Laboratories, Inc.	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>
Justin Brown (2011) <b>Absent</b>	Environmental Monitoring and Technologies, Inc.	847-875-2271 <a href="mailto:jbrown@emt.com">jbrown@emt.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>Present</b>	Lancaster Laboratories, Inc.	717-656-2300 x1812 <a href="mailto:aldoupe@lancasterlabs.com">aldoupe@lancasterlabs.com</a>
Steve Gibson (2011) <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>
Dr. Brenda McGrath (2011) <b>Absent</b>	Qualityproof Consultants Limited	345-516-0425 <a href="mailto:bmg2607@gmail.com">bmg2607@gmail.com</a>
Michella Karapondo (2011) <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>Absent</b>	HRSD	757-460-4217 <a href="mailto:smetzler@hrsd.com">smetzler@hrsd.com</a>
Matt Sica (2011) <b>Absent</b>	State of Maine	207-287-1929 <a href="mailto:matthew.sica@maine.gov">matthew.sica@maine.gov</a>
Joe Pardue (2011) <b>Present</b>	Pro2Serve, Inc.	423-337-3121 <a href="mailto:joe_pardue@charter.net">joe_pardue@charter.net</a>
Dr. Andy Valkenburg (2011) <b>Present</b>	Energy Laboratories, Inc.	<a href="mailto:avalkenburg@energylab.com">avalkenburg@energylab.com</a> 406-869-6254
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>
149	Update the FoPT tables to delete any analytes that do not meet the 2003 NELAC requirements.	Eric, Jeff	3/24/11	
156	Draft letter to explain reasoning and transition for removal of the experimental tables. Forward to PT Executive Committee members.	Eric	2/28/11	Complete
157	Forward final letter regarding removal of experimental tables from the website to the PTPAs, PT Providers and TNI website. Ask PT providers to forward to clients.	Eric	TBD - based on completion of the letter.	Complete
158	Get discussion notes from Eric and add to Ilona's notes to forward to Matt and Amy regarding the removal of the Experimental FoPT tables. They were not present on the call, but the vote did pass.	Ilona		Complete
159	Provide comments on proposed Standard language changes forwarded by Eric. Eric will compile comments and forward them to PT Expert Committee.	All	2/28/11	Complete
160	Send DRAFT FOPT Table Management SOP to the Subcommittee working on this task.	Eric	2/28/11	Complete

**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	
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
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
10	Define a process for addition or removal of analytes from FoPT tables. Complete by 7/1/11.	10/21/10	From 2010 Strategic Plan Review