

**TNI PT Executive Committee  
Meeting Summary**

**April 21, 2011**

1) Call to Order:

Chairman Eric Smith called the TNI PT Executive Committee meeting to order on April 21, 2011 at 1 PM EST. *(The call was being recorded to establish minutes, but there was a problem with the recording. These minutes were established from the agenda and committee member notes.)*

2) Update on status of NELAP AC review of DW & NPW FoPT table updates

- Set effective date for approved (4/4) NPW FoPT table

3) Status of PTPA PT database recommendation to TNI Board of Directors

4) Discuss CSDB request (3/29/11) regarding WET FoPT table

5) Review draft FoPT Table Management SOP

6) Review draft S&CM FoPT Table update that transfers most Experimentals – vote on if ready

7) Review Open Action Items

No updates.

8) New Business

None.

9) Next Meeting

The next meeting of the PT Executive Committee will be in May 20, 2011.

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

The meeting was adjourned at 2:30 EST.

## 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>Present</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>Absent</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>Absent</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 (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 (left call early)</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	
161				

**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