

**TNI PT Executive Committee
Meeting Summary**

September 27, 2012

1) Roll call and approval of minutes:

Chair, Stacie Metzler, called the TNI PT Executive Committee (PTP EC) meeting to order on September 27, 2012, at 1:00PM EST. Attendance is recorded in Attachment A – there were 10 Executive Committee members present. Associate members on the call included: Carol Smith (SC) and Rob Knake (A2LA).

Approval of Minutes:

There were minutes that had not gotten approved in previous meetings. These were distributed prior to the meeting.

Joe motioned to approve the March 15, 2012 minutes. The motion was seconded by Steve and unanimously approved.

Susan motioned to approve the April 19, 2012 minutes. The motion was seconded by Carl and unanimously approved.

Joe motioned to approve the July 26, 2012 minutes with a modification to add Susan's name to the list of members of the PTPA subcommittee. The motion was seconded by Pat and unanimously approved.

Carl motioned to approve the August 8, 2012 minutes with a modification to include information regarding the formation of a Microbiology Subcommittee: A Microbiology subcommittee was formed. Members include Susan B., Andy V and Shawn Kassner. Possible additional members include Deb Waller, Patsy Root, and Jeff Lowry. Stacie will talk to Michella. The motion was seconded by Andy and unanimously approved.

Carl motioned to approve the January 19, 2012 and Sarasota (1-31-12) minutes. The motion was seconded by Joe and unanimously approved.

2) SOP Subcommittee

An SOP subcommittee has been formed: Pat, Curtis, Nicole, Stacie and Ilona.

Stacie asked that committee members review SOPs as they are distributed for content and not format and writing style.

The Compliant SOP was reviewed at a previous meeting and Stacie will take the comments and incorporate them into the SOP by next Friday. She will send it to the subcommittee for review and further updating. The SOP subcommittee will have their first meeting on Friday, October 12th at 1 pm EST and will work on this SOP with the goal to present it to the PTP EC at the next meeting.

Other SOPs:

The next priority SOPs will be the voting SOP and the Establishing FoPT Limits SOP. Carl (on behalf of the Chemistry FoPT Subcommittee) submitted comments to Stacie on July 31st.

Iлона will send out copies of all current SOPs to the subcommittee before their first meeting.

3) Micro Subcommittee

This subcommittee will:

- Develop FoPTs for quantitative microbiology drinking water FoPTs .
- Address scoring for reporting of less than values.
- Set quantitative ranges for presence/absence PTs. Curtis felt the data needed to be looked at before comments about how limits would be set can be made. Evaluation for quantitative acceptance limits are based on assigned value for DW and NPW.

Stacie will make some contacts for subcommittee membership by e-mail. The subcommittee will choose its own chair.

Stacie will follow up with Carrie Miller mid October regarding the final use of the developed Micro FoPTs and what TNIs role should be moving forward.

4) PTPA Database Subcommittee

Section 4.1.1 of the standard was reviewed. Stacie commented that the PTP EC has not historically evaluated the PT Program.

Section 4.3.1 was also reviewed. What does the PTP EC want to see to perform an evaluation. A2LA and ACLASS have provided information.

Rob said he was concerned that there really wasn't a clear goal for this subcommittee. The subcommittee has come-up with a list of what is being collected and he questioned whether it would be more appropriate to have the PTP EC decide what they want to use from the list to evaluate the PT program rather than the subcommittee making a proposal to the PTP EC of what should be collected to do an evaluation.

Rob also expressed that the two PTPAs generally collect the same information, but how it is manipulated is different.

Stacie would like the subcommittee to meet and take a first pass on what would be appropriate for the PTP EC to use in their evaluation (Mon, Tue week of 22nd?).

Rob will talk to Peter Unger and Ilona will talk to Jerry to remind them about the need for a conversation.

5) PTPA Assessment

A2LA will be evaluated by Stacie and Susan and the report is expected to be completed by the end of November.

ACLASS will be evaluated by Stacie and Nicole in February 2013.

6) Complaint from Policy Committee

The complaint was reviewed. Is there a course of action and a preventive step? Patrick would like to see that an e-mail communication go out when major changes happen in the PT Program – new FoPTs, new PT Providers, new PTPA, etc ...

The PT site originally linked to the PTPA and many states have copied this link. When a second PTPA was added, many states did not know and this created issues for PT Providers accredited by the new PTPA.

The TNI PT Providers are now listed on the website and it is clear who the PTPAs are. The committee is also recommending that TNI notify its membership by e-mail when major program changes happen in TNI. This would include notification of new PTPAs, ABs, etc ...

Stacie will type up a formal response to the complaint and use e-mail to get committee input and approval.

6) New Business

- It was suggested that the State Assessors Forum should be made aware that individuals can sign-up for FoPT updates. Ilona will receive a contact name and will get the information about the e-mail list out.
- Chem FoPT has finished up the NPW. They will be getting ready to start on solids. The committee will be voting on the NPW table and the EC should have it for their

review at the next meeting. The first opportunity to approve the table will be Oct 9th. If all goes well ... it could be to EC before the 18th.

- Ilona will be focusing more of her time on PTP and NEFAP and less on NELAP.
- Patrick will be joining the Policy Committee. He will be able to provide an interface between our committee and the Policy committee.

7) Next Meeting

The next meeting of the PTP Executive Committee will be the third Thursday in October. *(Rescheduled for 10/15/12 at 1pm EST).*

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

The meeting was adjourned at 2:40pm EST. Motion – Carl. Second – Andy. 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	TestAmerica Laboratories, Inc.	615-726-0177 x1238 eric.smith@testamericainc.com
Justin Brown (2011) Absent	Environmental Monitoring and Technologies, Inc.	847-875-2271 jbrown@emt.com
Amy Doupe (2009) Present	Lancaster Laboratories, Inc.	717-656-2300 x1812 aldoupe@lancasterlabs.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 buttse@dhec.sc.gov
Patrick Brumfield (2012) Present	Sigma-Aldrich RTC	(307) 721-5488 Pat.Brumfield@sial.com
Carl Kircher (2010) Present	Florida DOH	904-791-1574 carl_kircher@doh.state.fl.us
Nicole Cairns (2012) Present	NY State DOH	nlc02@health.state.ny.us
Joe Pardue (2011) Present	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
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	Iona
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.
169	Contact Chem FoPT Subcommittee to look at the PCB data again and make sure that it supports the limits TNI has set.	Eric	Next Meeting	Eric will touch base with Carl. Completed. We can be more stringent.
170	Ask NEFAP EC and NELAP AC if they are aware of any analytes that need to be added to the table.	Eric	8/16/11	Completed – SOP now addresses this.
181	Supply Iona with Scope information for PTPAs.	Eric	12/22/11	Delete Committee felt what is provided is sufficient.
183	Update Protozoa FoPT Table and distribute.	Carl	4/19/12	Complete
185	Send updated DW table with Footnote 15 to NELAP AC for approval.	Stacie	4/1/12	
186	Follow-up with PT Expert Committee regarding “Assigned Value”.	Susan	4/19/12	Completed
187	Review complaint #1 included in Attachment D before the next meeting.	All	4/19/12	Completed
188	Review SOP 4-101 in preparation for review during the next conference	All	Oct/Nov	

	Action Item	Who	Expected Completion	Actual Completion
	call.			
189	Review Complaint SOP and May minutes prior to the call in order to provide SOP feedback to the SOP subcommittee.	All	Next Teleconference (Oct)	
190	Take Susan's concern regarding reporting of greater than values to the PT Expert Committee.	Joe Nicole	8-8-12	Complete
191	Look into teleconference line in DC.	Stacie	7-31-12	Complete
192	Discuss issues raised during the PTP EC meeting in DC with Jerry Parr.	Ilona	Sept 2012	Complete
193	Update Compliant SOP with last meeting comments and forward to SOP Subcommittee.	Stacie	10-6-12	
194	Forward copies of other SOPs to SOP subcommittee.	Ilona	10-12-12	
195	Make contacts for Micro Subcommittee membership.	Stacie	10-18-12	
196	Prepare final response to Complaint and forward to committee for approval.	Stacie	10-18-12	
197				
198				

Attachment C

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
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	Evaluate how labs are accredited for analytes that co-elute.	5-19-11	
12			