

## **TNI PT Program Executive Committee Meeting Summary**

**December 17, 2015**

### 1. Roll call and approval of minutes:

Chair, Maria Friedman, called the TNI PT Program Executive Committee (PTPEC) meeting to order on December 17, 2015, at 1:05PM Eastern by teleconference. Attendance is recorded in Attachment A – there were 8 Executive Committee members present. Associate Members: Craig Huff, Patrick Garrity, Lauren Smith, Carl Kircher, Michella Karapondo and Jennifer Mullins.

Maria asked that people take a look at the November meeting minutes and provide comments. A motion was made by Eric to accept the November 19, 2015 minutes with minor editorial edits. The motion was seconded by Gil and unanimously approved.

Maria reviewed the agenda and documents for today's meeting.

### 2. Chair Update

- Committee Membership: All four applicants have now submitted their applications and resumes. Patrick introduced himself at the last meeting, so Maria asked Jennifer Mullins to introduce herself. She has been an analyst at the Upper Occoquan Service Authority for the past 12 years and would like to learn more about the PT Program. Patrick noted that Kentucky is looking at the initial part of the process to become an AB within TNI. Michella was on the PTPEC from 2004 to 2014. She took a year off as a committee member, but continued as an Associate. She has lots of experience in PT and she thinks it is to PTPEC's advantage to have EPA involved. Jennifer Duhon could not make the call, but her resume was distributed to all PTPEC members.

The committee is looking at increasing membership.

Ron has resigned his position on PTPEC, so there is a position open for an AB.

The TNI membership SOP requires that associates confirm their membership. Maria will send an email to associates to ask if they would like to continue to receive invitations to the meeting.

Maria requested the SOP subcommittee to consider adding to the SOP on ARA evaluations (4-107 FoPT Table Management) the assigning of IDs, numbers, or other identifiers to ARAs so they can be easily referenced during discussions.

- The following response was received from Lynn Bradley regarding the PT exemption form forwarded to the PTPEC (11/21/15):

*About the PT Exemption Form, AC members would prefer that it not be published. Comments from the AC included concern that the existence of such a form might imply that exemptions will be considered, which is not always the case, plus the reason for creating the form (from SIR #26) has been addressed so that the formerly problematic PT analyte is no longer required in the long-ago circumstances where it might have damaged analytical instrumentation.*

Ilona is not aware that SIR #26 has been addressed. She will send copies of both SIRs to Maria and Maria will attempt to write a DRAFT response for both SIRs. These will be reviewed and discussed in Tulsa.

### 3. Analyte Request Applications (ARAs)

1. The Chemistry FoPT Subcommittee reviewed the EDB/DBCP ARA and provided the following response:

*The Chemistry FoPT Subcommittee has considered the petition that was submitted to add EDB and DBCP into the SCM FoPT Table at 0.7-7 ug/kg. During the October 20, 2015 Subcommittee teleconference, the Subcommittee voted to return the petition to the submitter and recommend that it be resubmitted with actual soil-matrix proficiency test data at the requested concentration level range, along with a designated reference method designed for soil at 0.7-7.0 ug/kg.*

*Among the discussions made at the teleconference on October 20, 2015, the following principal points were made:*

- *EPA Method 8011 as published validates this method as applicable only for drinking water and ground water. EPA Method 8260 specifies an estimated quantification limit (EQL) of 5 ug/kg based on the wet-weight of soil. Based on dry-weight, US EPA thinks that the actual soil EQL would be a factor of 125 higher than this value.*
- *The submitted PT data in the petition implies that soil samples are water-leached prior to a micro- liquid-liquid extraction with hexane as specified in EPA Methods 504.1 and 8011. In fact, at least half of the laboratories assessed by the Florida Department of Health's lab accreditation program do not extract soil samples in this manner prior to GC/ECD analysis. Instead, they extract the soil directly into hexane without any intermediate water-leach step. Thus, the PT acceptance criteria would not be representative of their procedure(s).*

- *The submitted PT data appear to be from Drinking Water and Non-Potable Water PT studies extrapolated to the soil matrix (substituting 10 grams of soil for 35 mL of water).*

*The Subcommittee will be pleased to reconsider this petition when the requested information and proficiency testing data are included. In the meantime, please feel free to write or e-mail any questions you have, or call me at 904-791-1574.*

*Respectfully submitted,  
Carl Kircher, Chair  
Chemistry FoPT Subcommittee*

The Chemistry FoPT Subcommittee has recommend that this ARA be put on hold. Additional data is needed to complete the ARA. Carl has not been in contact with the submitter.

Andy commented on the information about the method details in Carl's email. His lab has developed a technique to do a mixed solvent extraction. It is not required to do a Hexane extraction. They got poor data using only Hexane only.

Dixie noted that the problem with 8011 in Soil is that the AB requires the PT. Labs were being threatened to lose accreditation. Carl noted that Florida is one of the ABs requiring it. They feel there are two concentration levels for these analytes and one of them should work for a laboratory.

Maria will prepare a response to the ARA submitter.

2. An ARA for cis- and trans-Dichloropropene was submitted by Carl and can be found in Attachment D. The analytes were former experimental FoPTs. There was insufficient data for mid-level when this was considered a number of years ago. There is now enough data to add these analytes.

The NELAP AC is interested in pursuing the ARA, so the next step is for the PTPEC to request data from the PT Providers and to forward a request to the Chemistry FoPT Subcommittee to evaluate the ARA.

The ARA will be forwarded to the Chemistry FoPT Subcommittee. A motion was made by Eric to send the ARA for cis- and trans-Dichloropropene to the Chemistry FoPT Subcommittee for review. The motion was seconded by Susan and unanimously approved.

Maria will request the additional data for the analytes. Maria asked Carl to let her know what data is needed.

Eric asked about whether the compounds would be added to the new SCM FoPT table expected for review during the January meeting. Ilona summarized the decision of the Chemistry FoPT Subcommittee to add the analytes to the SCM FoPT table that will be submitted to the PTPEC before the Tulsa meeting. The data used to generate the limits is only PT Provider data that was sent to Florida.

Dixie commented that it is important to stick with the process that is set-up. She understands that Carl has access to Florida data, but she thinks all relevant PT data should be collected from all PT Providers. Carl has access to data supplied to Florida, but that is not the process that should be used to collect the final data the subcommittee should use to evaluate the data and set limits.

Nicole agrees with Dixie. The process should be followed and all of the data should be reviewed.

Eric would like to know what is a reasonable time for PT Providers to get back to Maria. Eric would like to hold the SCM FoPT table for the ARA review to be complete. He is hoping the PT Providers can get the data submitted in a reasonable time frame.

There was general agreement to stick with the process and request additional data from the PT Providers and consider holding the SCM table until this process is complete.

Carl will let Maria know what is needed and she will request the data from the PT Providers.

#### 4. Old Business/Action Items

- The WETT FoPT table was approved by the NELAP AC. They want to be sure the LAMS analyte codes are consistent. Maria has contacted Dan Hickman regarding this request.

The committee also needs to set an effective date. Eric made a motion to approve the effective date of the table on 7/1/16. The motion was seconded by Andy and unanimously approved. The vote will be finished up by email.

*(Addition: The original motion and second were amended on 12/28/15 to an effective date of 7/31/16 so that the new table goes into effect after the DMR-QA study ends.*

*Votes:*

*Dixie – For (12/29/15)*

*Eric – For (12/29/15)*

*Andy – For (12/29/15)*

*Joe – For (12/29/15)*

*Justin – For (12/29/15)*  
*Nicole – For (12/30/15)*  
*Susan – For (1/4/16)*  
*Maria – For (1/19/16)*

*The motion passed.)*

Maria will look back to confirm the Table has been formally approved. If not, an email request for vote will go out. (*Addition: See above.*)

- Michella has not received any info from the lawyer yet.
- Nicole may be able to provide an update on asbestos and NY.

## 5. Subcommittee Updates

Chemistry FoPT Subcommittee: Completed all analytes on SCM. The committee approved the SCM FoPT Table and they are composing a cover letter. It will likely be submitted for the January meeting in Tulsa.

There was a conversation about how to perform the next round of FoPT updates. This update took over 7 years. The subcommittee asks that this be considered as an agenda item in Tulsa. Maria agreed.

Carl noted that there were two PT Providers on the subcommittee that voted to add cis- and trans-Dichloropropene to the FoPT table when considering only the data submitted to Florida as described above.

Eric and Ilona reminded everyone about the backburner item - different ways to prepare updates to the FoPT table.

WETT FoPT Subcommittee: Discussed above.

SOP Subcommittee: The subcommittee met last week. SOP 4-102 was updated and reviewed. Gil also emailed the Policy Committee for an update and hasn't received a response. Eric should be copied on this request and he can check in with the Policy Committee. He is the PT Program representative on this committee.

The PTPA checklist is the next action item. It will be started next week. Gil also requested additional documents from Stacie Metzler. He needs a copy of the SASS checklist to add to the procedure.

Microbiology FoPT Subcommittee: The committee is on hold until January.

FoPT Table Format: They are working on adding the CAS numbers. The committee will begin reviewing these in January.

6. 2016 Committee Charter

Maria asked the committee to open TNI’s Strategic Plan to confirm the PTPEC Charter covers the goals outlined in the Plan.

Goal 1.4 – TNI Strategic Plan - 2015

<p>Implement all policies and procedures necessary for operation and continual improvement of a national PT program – for various matrices, stakeholders and accreditation programs.</p> <p><b>Covered</b></p>	PTPEC	High
<p>Ensure that an oversight program is in place for PT providers to ensure that the providers are competent to operate environmental PT programs.</p> <p><b>Covered</b></p>	PTPEC	On-going
<p>Ensure that FoPTs are appropriate for their intended use.</p> <p><b>Covered</b></p>	PTPEC	On-going
<p>Implement a process to periodically evaluate the effectiveness of the PT provider oversight program and the FoPTs.</p> <p><b>Add to Charter</b></p>	PTPEC	On-going
<p>Develop a better process for getting data for setting PT acceptance limits and to handle complaints.</p> <p><b>Add to Charter</b></p> <p><b>Need to still look at using data for handling complaints.</b></p>	PTPEC	High
<p>Develop a revenue source to fully support this program.</p>	Finance	

Maria summarized the changes made during the previous call.

Maria will update the Charter and send it out by email for review and vote (see Attachment E). *Addition: The Charter will be reviewed and voted on at the next meeting being held in Tulsa, OK.*

#### 7. Action Items

The action items were reviewed and notes and updates can be found in Attachment B. These will be more thoroughly reviewed at the next meeting.

#### 8. New Business

- Maria will be doing a Program report during the Monday general meeting in Tulsa.

#### 9. Next Meeting

The next PTPEC conference will be Tulsa. The PTPEC meeting in Tulsa, OK will be on Tuesday afternoon, January 26, 2016. Maria will find out who will be there and decide whether to request a phone line.

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

Maria adjourned the meeting at 2:33pm Eastern. (Motion to adjourn: Gil Second: Dixie Unanimously approved.)

## Attachment A

### Participants TNI

#### Proficiency Testing Program Executive Committee

Members	Affiliation	Contact Information
Maria Friedman (2014) <b>Present</b>	TestAmerica	949-260-3201 <a href="mailto:maria.friedman@testamericainc.com">maria.friedman@testamericainc.com</a>
Ilona Taunton, Program Administrator <b>Present</b>	TNI	828-712-9242 <a href="mailto:tauntoni@msn.com">tauntoni@msn.com</a>
Eric Smith (2010) <b>Present</b>	ALS Environmental	904-394-4415 <a href="mailto:eric.smith@alsglobal.com">eric.smith@alsglobal.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>
Susan Butts (2012) <b>Present</b>	South Carolina DHEC	(803)896-0978 <a href="mailto:buttsse@dhec.sc.gov">buttsse@dhec.sc.gov</a>
Patrick Brumfield (2012) <b>Absent</b>	Sigma-Aldrich RTC	(307) 721-5488 <a href="mailto:Pat.Brumfield@sial.com">Pat.Brumfield@sial.com</a>
Nicole Cairns (2012) <b>Present (until 2pm)</b>	NY State DOH	(518) 473-0323 <a href="mailto:nicole.cairns@health.ny.gov">nicole.cairns@health.ny.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.	406-869-6254 <a href="mailto:avalkenburg@energylab.com">avalkenburg@energylab.com</a>
Matt Sica <b>Absent</b>	ANAB, ANSI-ASQ National Accreditation Board	<a href="mailto:msica@anab.org">msica@anab.org</a>
Dixie Marlin (2015) <b>Present</b>	Accutest	513-309-3593 <a href="mailto:dixiem@accutest.com">dixiem@accutest.com</a>
Gil Dichter (2015) <b>Present</b>	IDEXX Water	207-556-4687 <a href="mailto:gil-dichter@idexx.com">gil-dichter@idexx.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>
185	Send updated DW table with Footnote 15 to NELAP AC for approval.	Stacie  Maria	4/1/12	Stacie submitted this. Need to confirm approval. Action: Look to see if this got done. 8/20/15: Maria will follow-up.
214	Update Tin, Total Xylene and Total Cyanide on FoPT tables and submit for approval.	Carl Stacie	Next Meeting	In Progress Ilona will look for this stuff. 8/20/15: Maria thinks Cyanide is done, but need to find status on Xylene and Tin. 11/19/15: Ilona reviewed minutes and provided notes to Carl and Maria.
233	Review complaint process.	Maria Ilona	5/14/14	In Progress
249	Meet with PTPAs to discuss issues surrounding receiving data for FoPT Limit Updates and complaints. Determine if issue exists and whether subcommittee is needed to address this issue.	Maria	11/13/14	In progress.  11/19/15: A group met to review this today.
251	Follow-up with Rami to provide support to solve footnote issue on WET FoPT Table.	Maria	10/30/14	Still in Progress
253	Check with EPA attorney on requirement that Vinyl Chloride	Michella	12/15/14	In progress. 8/20: Maria

	<b>Action Item</b>	<b>Who</b>	<b>Expected Completion</b>	<b>Actual Completion</b>
	cannot be "0".			emailed Michella for status update. 9/24: Waiting for response from Michella. 11/19/15: Michella expects an update next month.
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.
264	Update Complaint SOP to reflect Standard requirement that PTPA be contacted.	TBD	TBD	Waiting for input - #233.
269	Prepare DRAFT response to SIRs after meeting with NELAP AC.	Maria	TBD	
271	Provide list of replicates and volumes from WET Subcommittee to PT Providers.	Maria	3/19/15	It gives them information about the methods that PT Provider's don't have. 8/20: Jeff asked that this be distributed to the PT Providers. Maria will take care of this.
295	Moved from Backburner: PTPA Evaluation Checklist needs to be updated prior to next round of evaluations. (Originally discussed 8/6/13)	Gil	April 2016	
296	Moved from Backburner: Charter needs to be updated in	All	November 2015	In Progress

	<b>Action Item</b>	<b>Who</b>	<b>Expected Completion</b>	<b>Actual Completion</b>
	November.			
301	Submit ARA to NELAP AC.	Maria	12/1/15	Complete
302	Check in with Jerry on PTPA classification.	Ilona	12/17/15	Complete
303	Send email to associates to see if they still want to receive meeting invitations.	Maria	1/25/16	
304	Prepare DRAFT response to SIRs and send to committee for review and discussion in Tulsa.	Maria	1/25/16	
305	Send response to EDB/DBCP ARA submitter to request more information.	Maria	1/25/16	
306	Prepare request for PT data for cis- and trans-Dichloropropene ARA. Request details from Carl.	Maria	1/25/16	
307	Update 2016 Charter and send out for email vote.	Maria	1/25/16	

**Attachment C**

**Backburner / Reminders – TNI PT Executive Committee**

	<b>Item</b>	<b>Meeting Reference</b>	<b>Comments</b>
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	
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.