

**TNI PT Board
Meeting Summary
January 31, 2007**

1. Introductions.

Chair Carl Kircher called the meeting of the TNI PT Board to order on January 17, 2007, at the Forum on Laboratory Accreditation in Denver, CO.

The following members were present: Matthew Sica, Michella Karapondo, Eric Smith, Kirstin McCracken, Curtis Wood, Richard Sheibley, Gary Dechant, Raeann Haynes, Bill Ingersoll, and Carol Batterton (program administrator). Steve Gibson was absent. Minutes from the previous meeting were not available to all members; approval was delayed until the next teleconference.

2. Charter.

Carl Kircher reviewed the draft charter and supporting documentation from the 2003 NELAC standards. Questions and comments about the draft charter included:

What if the charter needs to be revised?

Answer: The charter is derived from the TNI Bylaws and NELAC standards. It would be inappropriate for the committee to revise the charter in a vacuum or for some other group within TNI to tell the PT Board to revise their charter. However, the charter can be revised if needed.

Comment: There is no clear written description of how the TNI PT Board operates with respect to the overall TNI organization.

Response: We need to look at the SSTG Report, the TNI bylaws and other transition documents for clarification of roles.

Comment: The TNI PT board should keep the charter general, without a lot of detail.

Comment: The TNI Board should determine the role of the TNI PT board. The PT expert committee should not be writing standards or rules for the TNI PT Board.

Comment: The charter should include a provision for the TNI PT board to resolve PT related issues and serve as a liaison with other national and international groups.

3. Discussion of SOP's

Carl Kircher stated that the TNI PT Board needs to have all SOPs in place to be ready to assume the duties currently performed by the NELAC PT Board. He presented drafts of the following SOPs for discussion:

Evaluation and oversight of PTOBs/PTPAs
Recommendation and evaluation of acceptance limits
Complaint resolution
Voting process

Carl asked for suggestions as to what additional SOPs were needed.

Comments:

The TNI PT Board should add acceptance limits for micro, WET, and radiochemistry.

We need a committee operating procedure unique to the TNI PT Board which deals with terms of office, voting, nominations process, conflict of interest, etc. The policy for the TNI PT Board needs to be more specific than the overall TNI committee policy.

The TNI PT Board needs an SOP on how to handle the annual PT caucus, also an SOP on managing sub-committees.

An SOP is needed for assigning method and analyte codes (especially for adding or changing).

An SOP is needed for changes to the FoPT Tables, also a policy on reporting data when an analyte is not present in the sample.

The TNI Board should have a general due process procedure for all committees.

There should be a policy for revocation of PTOB/PTPA approval.

4. Summary of NELAC PT Board activities

Richard Sheibley gave a summary of the NELAC PT Board activities. He indicated that tables for solid and chemical materials and experimental analytes had been re-done. PT providers are to implement these changes by July 2007. Information is posted on the TNI website. There were no significant changes to drinking water and non-potable water. The NELAC PT Board has also created a radiochemistry sub-committee.

Comments:

Is anyone going to be working on formulation specifications? Clarification is needed so there will be uniformity.

Response: The NELAC PT Board can consider this issue. Send an email requesting this.

There are contradictions between the EPA criteria document and NELAC criteria. EPA needs to decide what needs to be done.

Response: EPA issued a clarification memo. The NELAC PT Board needs to identify what else needs to be done.

5. New Business/Open forum

The following comments were presented during the open forum:

The TNI PT Board is not funded. We will need to think about salability of raw PT data. They could be used to generate performance data. A database could be built and marketed.

What is the timeline for transferring the duties of the NELAC PT Board to the TNI PT Board? The TNI PT Board needs to develop milestones for the charter. The milestones should be put on the TNI website. The Boston meeting should be the deadline.

Carl Kircher indicated that the SOPs would be developed concurrently, but probably should be prioritized.

It was suggested that the operational policy should be first.

There should opportunity for input to the TNI PT Board on policies. Post drafts on the website before they are adopted.

TNI will post minutes on the website. Teleconferences are open. The TNI PT Board should try to have agendas posted a week in advance.

5. Next meeting

The anticipated meeting schedule of the TNI PT Board will be the 3rd Wednesday of each month at 1:00 EST for approximately 90 minutes. The next meeting will be Wednesday, February 21, 2007 at 1:00 EST.