

TNI PT Program Executive Committee Meeting Summary

March 21, 2013

1) Roll call and approval of minutes:

Chair, Stacie Metzler, called the TNI PT Program Executive Committee (PTP EC) meeting to order on March 21, 2013, at 1PM EST. Attendance is recorded in Attachment A – there were 8 Executive Committee members present. Associate members present included: Randy Query.

Stacie welcomed Jennifer Loudon to the committee and she introduced herself.

The February 14th minutes were reviewed. Joe motioned that they be approved. The motion was seconded by Michella and unanimously approved. Ilona will be adding the e-mail votes to the A2LA vote section before they are posted.

2) FoPT Table Update

The NPW FoPT table has been posted on the website. Nicole found an issue:
For Alkalinity, total (CaCO₃), the acceptance criteria reads as follows:

+/- 20% fixed at 25-40, +/- 15% fixed at 40-200

Because of the way this is stated, the number 40 falls under both acceptance criteria. It is not clear how an assigned value of 40 should be scored.

Jeff Lowry responded by e-mail:

Should read

*± 20% at
<40 ± 15%
≥ 40 fixed
acceptance
limit*

This is an editorial change to the table and will be corrected. Carl will make this correction and Stacie will have the table reposted on the website.

The solids need to be worked on. Carl received the first set of data for the SCW FoPT table and the next call for this committee will be April 2, 2013.

Andy asked about combining analytes. Carl pointed out that there are some footnotes that address some of his concerns. If there are specific analyte combinations that are not currently in the table, they would need to follow the procedures for adding analytes in SOP 4-107.

Andy asked about Cyanide. Carl noted that the FoPT table for cyanide is Total Cyanide (not Amenable Cyanide) and he reviewed the different techniques.

3) Dispute Resolution SOP

Section 7.8: Replace words with “dispute resolution request”?

Section 7.9: This section relates only to PTPA recognition and does not address other disputes within the scope of the SOP. Stacie corrected this in the SOP. The PTP EC has ultimate authority on all disputes.

Section 8.3.2: Changes are needed to this section to make it more consistent in regards to document control and confidentiality. Nicole said she would rewrite the section and distribute it to the committee for comment.

Nicole recommended the following changes to Section 8 of the SOP:

8 Records Management

8.1 Complaints

8.1.1 The PTPEC Chair shall maintain all correspondence, reports, and records relating to complaints, including those of the subcommittee, for future reference.

8.2 Appeals

8.2.1 The PTPEC Chair shall maintain all correspondence, reports, and records relating to appeals, including those of the subcommittee, for future reference.

8.3 Disputes

8.3.1 The PTPEC Chair and the Review Panel Chair shall maintain all correspondence, reports, and records relating to disputes for future reference.

8.4 Upon the resolution of all complaints, appeals, and disputes, the PTPEC Chair (and Review Panel Chair, if applicable) shall turn over their records to the TNI Program Administrator assigned to the PTPEC for future reference.

8.5 All records relating to complaints, appeals, and disputes must remain confidential.

The committee reviewed the changes above and agreed with the recommendation.

Stacie will update the SOP with all the comments made and distribute it to Ilona for an e-mail vote for approval.

Update: The SOP was distributed for a vote on 3/27/13. A motion was made by Nicole to approve the SOP and seconded by Steve. Vote: 9 – For (Stacie, Nicole, Steve Gibson, Justin, Andy, Jennifer, Susan, Michella, Joe) 0 – Against 4 - Abstain (No vote – Eric, Carl, Patrick, Curtis). The motion passed.

4) Charter:

The charter can be found in Attachment B.

There was a lot of discussion about the mission statement. There was concern whether the wording was broad enough to cover the use of the committee's work by other state programs. The final decision was to leave it as written.

The "Committee Members" section was correct.

The objectives were reviewed and some minor changes were made.

"Success Measures" was fine as written.

"Milestones" was fine as written. 2013 was added to the title.

"Considerations" was fine as written.

The last two resources were added to the "Resources" section.

The language in the "Anticipated Meeting Schedule" section was cleaned up.

Curtis motioned to accept the charter as written in Attachment B. The motion was seconded by Eric and unanimously approved. Ilona will forward the charter to the TNI Board with her monthly report.

5) Vote on ACLASS Evaluation and Recommendation

Any associate members left on the call were asked to step off.

The committee reviewed the information Stacie provided to the committee by email. Carl asked about database status and Stacie responded that the checklist was used for the evaluation and any deficiencies would have been noted.

Joe motioned that ACLASS be approved to continue as a PTPA. Andy seconded the motion. There was one abstention (Curtis – PT Provider) and all other votes were in favor. The motion passed. Ilona will still offer an opportunity for those not on the call to vote.

Stacie reminded everyone that the next PTPA evaluation will begin in about 18 months. There are things that need will need to be done before that:

- The checklist will need to be updated if Volume 3 and 4 are updated by then.
- SSAS needs to be added to the checklist. This time the evaluators compared the PTPA checklist for SSAS directly to the standard to look for any deficiencies.

6) New Business

- None.

7) Next Meeting

The next meeting of the PTP Executive Committee will be by teleconference on April 18, 2013 at 1pm EST.

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

The meeting was adjourned at 2:55pm EST. Motion – Joe 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	Independent	615-438-8260 eric.smith72@comcast.net
Justin Brown (2011) Absent	Environmental Monitoring and Technologies, Inc.	847-875-2271 jbrown@emt.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 buttsse@dhec.sc.gov
Carl Kircher (2010) Present	Florida DOH	904-791-1574 carl_kircher@doh.state.fl.us
Patrick Brumfield (2012) Absent	Sigma-Aldrich RTC	(307) 721-5488 Pat.Brumfield@sial.com
Michella Karapondo (2011) Present	USEPA	513-569-7141 karapondo.michella@epa.gov
Jennifer Loudon (2013) Present	Raritan Township Municipal Utilities Authority	(908) 782-7453 x19 JLoudon@rtmua.com
Nicole Cairns (2012) Present	NY State DOH	(518) 473-0323 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

Proficiency Testing Program Executive Committee Charter

1. Committee Name: PTP EC	2. Version: Rev 3.0	3. Date: 3-22-13
4. Mission Statement: Ensure that an effective Proficiency Testing (PT) program exists to support all The NELAC Institute (TNI) accreditation programs and develop Fields of Proficiency Testing (FoPTs) as negotiated with TNI.		
5. Program Administrator: Ilona Verrips Taunton		
6. Committee Members:		7. Stakeholder Group:
Proposed Members		Representation
Stacie Metzler – Chair (2009)		Lab
Justin Brown (2011)		FSMO
Susan Butts (2012)		AB (Non-NELAP)
Patrick Brumfield (2012)		PT Provider - Other
Michella Karapondo (2011)		US EPA
Nicole Cairns (2012)		AB
Joe Pardue (2011)		Other
Andy Valkenburg (2011)		Lab
Steve Gibson (2011)		AB
Carl Kircher (2010)		AB
Eric Smith (2010)		Lab
Curtis Wood (2010)		PT Provider - Other
Jennifer Loudon (2013)		Lab
8. Objectives:		
The PTP Executive Committee has duties and responsibilities to:		
✓ Receive and evaluate proficiency testing provider accreditor (PTPA) applications.		
✓ Approve organizations that meet the requirements of the TNI Standards to be designated as a PTPA.		
✓ Periodically evaluate the effectiveness of the PT program and the Fields of Proficiency Testing.		
✓ Collect and review PT data for the purposes of creating and maintaining FoPT tables for various matrices and programs.		
✓ Provide an update on the PTP Executive Committee activities and PT Program to the TNI Board of Directors during semi-annual TNI forums.		

9. Success Measures:

The effective implementation, oversight, and ongoing development of TNI's PT Program in a manner that fosters input from and is accepted by stakeholders.

10. Key Milestones for 2013:

- Update of all committee SOPs.
- Development and implementation of dispute resolution procedure.
- Continued development and update of FoPT Tables.
- Implementation of FoPT Management Procedures (SOP 4-107).
- Development and implementation of a process for evaluating the effectiveness of the PT Program.

11. Considerations:

Exploring the need for additional IT services that could be employed to streamline FoPT review and update, as well as compile information for evaluating the effectiveness of the PT Program.

12. Available Resources:

- TNI staff support will be provided.
- Committee and Associate member volunteers.
- Freeconference.com service is used for conference calls.
- Website support is provided by the TNI webmaster.
- TNI conferences and scheduling.
- Expenses for PTPA Assessments.

13. Additional Resources Required:

NA

14. Anticipated Meeting Schedule:

The PTP Executive Committee will conduct most business by monthly conferences as scheduled by its members (third Thursday of each month at 1pm EST). Face-to-face meetings occur during semi-annual TNI conferences where audience participation is encouraged.

Attachment C

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	Ilona
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.
185	Send updated DW table with Footnote 15 to NELAP AC for approval.	Stacie	4/1/12	
188	Review SOP 4-101 in preparation for review during the next conference call.	All	Continuing	
196	Prepare final response to Complaint and forward to committee for approval.	Stacie	10-18-12	
197	Prepare updated letter regarding PTP Evaluation.	Ilona Stacie	12-7-12	
200	Update Committee Charter Form and prepare for final vote.	Stacie Ilona	3/20/13	Complete
201	Make editorial change to NPW FoPT table and get to Stacie for posting.	Carl Stacie	3/31/13	
202	Update dispute resolution sop and distribute to Ilona for email vote.	Stacie Ilona	3/31/13	
203				

Attachment D

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 (11-15-12: Added to committee charter.)
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 (11-15-12: Added to committee charter.)
11	Evaluate how labs are accredited for analytes that co-elute.	5-19-11	
12			