

TNI PT Board Meeting Summary February 21, 2008

1. Roll call and approval of minutes.

Chairman Carl Kircher called the TNI PT Board to order on February 21, 2008, at 12 Noon CST. The following members were present: Eric Smith, Raeann Haynes, Kirstin McCracken, Richard Sheibley, Matt Sica, Steve Gibson, Michella Karapondo, and Gary Dechant. Associate members Chuck Wibby and Randy Querry were present. Program administrator Carol Batterton was also present. Minutes from the January 16, 2008 meeting were approved for posting on the TNI website.

2. PT Caucus SOP

Carl Kircher explained that the PT Caucus SOP had never been formally approved by the PT Board. This SOP was circulated prior to the meeting. Kirstin McCracken noted that her name was misspelled on the cover page. Matt Sica noted that his name was omitted and should be added.

Carl also presented the following additional PT Board SOPs which had been re-formatted in the TNI SOP format: acceptance criteria, complaints, operations, evaluation of PTOB/PTPA, and voting. He indicated that these SOPs should be re-approved. Kirstin moved that these SOPs be approved. Raeann seconded. Everyone present voted in favor. Motion passed.

Chuck Wibby asked if any of these SOPs addressed conflict of interest and when a member should recuse himself(herself) on a voting matter. Raeann Haynes stated that TNI had an overall policy on conflict of interest but it did not seem too address this specific topic. The TNI policy indicated that each board/committee should write their own SOP on this topic. Carl agreed that a PT Board SOP should be written.

3. TNI Operation Plan

Carl reviewed the TNI operational plan objectives presented in Newport that were pertinent to the PT Board and asked for comments. Randy Querry confirmed that Objective 1.2.4 that referred to criteria for PT providers was correct as worded. Gary Dechant suggested that experimental analytes should be added to 1.2.3. Carl will revise and submit to Jerry Parr.

3. Monitoring of PT providers

Carl has previously circulated A2LA's SOP for PT provider oversight and the checklists. There were no comments. Randy indicated that there would be some revisions and additions as a result of comments from the Newport meeting. The document will then have to go through A2LA's Criteria Council for review.

4. Re-evaluation of A2LA as PTOB

Carl indicated that the PT Board needed to confirm that the re-evaluation of A2LA would be done in accordance with the 2003 NELAC standards. All agreed.

Carl also asked for volunteers to serve on the evaluation team to observe A2LA as they conduct an oversight visit to a PT provider. Carl stated that he would serve as evaluation coordinator. Gary Dechant volunteered along with Kirstin McCracken and Matt Sica as alternate.

Carl also stated that he would like to send a letter to A2LA asking them to resubmit an application to be PTOB. Carol will check with Jerry to see if this needs to be posted on the website or handled in another way.

5. Report from Micro PT subcommittee

Carl has asked the members to review the minutes of the last Micro PT subcommittee meeting. He pointed out that the subcommittee will be submitting their formal report and recommendations to the PT Board prior to the March 20 meeting in time for discussion and possible action at that meeting.

6. Toxicity subcommittee

Carl presented a draft charge and potential members for this subcommittee. The draft charge states:

The charge for this Subcommittee is to provide a consensus recommendation to The NELAC Institute's (TNI) PT Board on the addition of additional Fields of Proficiency Testing (FoPTs) to the Non-Potable Water accreditation table for Whole Effluent Toxicity testing. The essential components for each FoPT to be added are:

- Test Organisms, test conditions, and endpoints
- Formulation recommendations for the reference toxicants to be provided as PT samples
- Procedure(s) to determine Assigned Values for each FoPT
- Acceptance Limits for each FoPT to be added

The Subcommittee may elect to consider the Excel file "NPWTOX2008.XLS" as the starting point to consider the Toxicity FoPTs to be added. The Table was meant to incorporate all the test species, Toxicity endpoints, test conditions,

formulation recommendations, Assigned Values, and Acceptance Criteria that are listed in EPA's PT Document.

Carl recommended the following members: Jim Pletl, Raeann Haynes, Chris Razinsky, Faust Parker, and Jeff Lowry. Gary moved and Raeann seconded approval of the charge and the members. All present voted in favor. Curtis Wood voted in favor by email. Raeann stated that she will send an email to convene the first meeting and election of a chair.

7. Air PTs

Carl gave an update on the status of the EPA Office of Air's intention to outsource their PT program. Carol stated that the TNI Board will be writing a letter to indicate TNI's interest in pursuing discussions about this move.

8. New TNI Standards

The PT Board discussed the matter of implementing the new standards. Kirstin reported that the PT Expert Committee thinks that all four modules need to be implemented at one time. The LASC and the NELAP Board will need to review and recommend an implementation date. Carl asked if any committee had done a crosswalk from the old Chapter 2 to the new modules. No one was aware.

9. Next meeting

The next meeting of the PT Board is March 20, 2008 at 12 Noon CDT. Agenda items include:

Review and possible action on Micro FoPT subcommittee report