

**SUMMARY OF THE
TNI CHEMISTRY EXPERT COMMITTEE MEETING**

MARCH 4, 2016

The Committee held a conference call on Friday, March 4, 2016, at 2:00 pm EST. Chair Richard Burrows led the meeting.

1 – Roll call

Richard Burrows, Test America (Lab)	Present
Francoise Chauvin, NYC DEP (Lab)	Present
Brooke Connor (Other)	Present
Eric Davis, Austin Water Utility (Lab)	Present
Anand Mudambi, USEPA (Other)	Present
John Phillips, Ford Motor Co. (Other)	Present
Scott Siders, PDC Labs (Lab)	Absent
Valerie Slaven, Teklab (Lab)	Present
Gary Ward, OR DPH (Accreditation Body)	Absent
Gale Warren, NYSDOH (Accreditation Body)	Present
Colin Wright, Florida DEP (Lab)	Present
Ken Jackson, Program Administrator	Present

Associate Committee Members present: Arthur Denny; Reed Jeffery; Chuck Lytle; Diane Shannon. Chuck Neslund; Jerry Parr

2 – Previous Minutes

It was moved by John and seconded by Francoise to approve the minutes of January 15, 2016. All were in favor except Anand who abstained. It was moved by Valerie and seconded by Colin to approve the minutes of the Tulsa meeting (January 26, 2016) after correcting the date on the header. All were in favor except Francoise and Anand who abstained.

3 – Welcome New Member

Richard welcomed Eric Davis as a new Committee Member, and Eric outlined his employment and experience.

4 – Plans for the 2016 Summer Meeting

Jerry said the only committees having regular working meetings would be Accreditation Body and whole Effluent Toxicity, since they would be starting work on a new standard. He announced a day-long training session on the new standard would be held, and suggested Proficiency Testing and Quality Systems would be in the morning, and Chemistry and Microbiology would be in the afternoon. Jerry said the Chemistry committee had created phenomenal new material, and asked if a quarter-day session would be enough to cover everything. He thought 60 sides could be covered in about an hour. Richard agreed a quarter-day would be sufficient and said the slides still needed to be improved, and a guidance

document was also being prepared at the same time. Jerry stressed the session will be run like a training course (“how” rather than “why”) and will be the only TNI meeting running at the time.

5 – Guidance Document

Richard presented a draft Relative Error (RE) piece for discussion. He said a difficulty was explaining why something was done and its value, while keeping it concise and easy to follow. Possible approaches were to use footnotes for reference, or to have two separate documents referring to each other. He subsequently came up with a system of highlighting to draw attention to what is actually required, and then having a limited explanation of the “whys and wherefores” going along with that. Richard said whatever approach was used, it would need to be consistent throughout the guidance document. He then went through the document. On John’s suggestion, Richard said he would add some examples of reasonable criteria. Valerie asked if the standard language should be there or if it would be enough to reference it. Anand suggested if the section number is provided, the reader could pull up the standard for reference. There was some agreement that, if standard language was included it should all be in one place rather than scattered throughout the section. Richard thought an example calibration curve should be included, and Eric added it should be explained what weighting means and explain the different types of weighted curve.

It was decided, for consistency, the people who had drafted the PowerPoint slides should also prepare the corresponding section of the guidance document. Brooke volunteered to edit the slides and the guidance document, and Eric volunteered to help her with the guidance document. Richard stressed the document should be guidance only and not enforcement. He asked for the first draft of the sections to be ready for discussion on the next call in one month.

6 – Initial and On-Going Demonstration of Capability

Valerie led this discussion. She said it became clear during the session in Tulsa that much of this material is covered in Volume 1 Module 2, where it is specific to the analyst. She asked if inclusion of method and instrument, as planned for Module 4, belongs in the Demonstration of Capability (DOC) section. Richard said at some point the Committee needed to have a discussion with the Quality Systems Committee on this issue. He said whether all of the method and instrument details are covered in the section, or whether it will reference other sections, it would still be good to have an itemized list. Eric agreed, and suggested finishing the list that was being worked on. Richard said they had completed a first run through. He raised the issue of methods that are different (e.g., pH and TDS), saying their inclusion ran the risk of becoming too voluminous. John suggested going back to the LCS, MDL etc. procedures and determine if the method is applicable. If an MDL does not apply to the particular case, you would not do it and instead refer back to the portion of the standard that refers to that specific criterion. Richard liked that idea, saying you could then just say “if applicable”. It was discussed how the list should be formatted. Eric suggested starting with the method, then add an analyst, an instrument etc. It was agreed an LCS would be required for every analyte on every instrument. Valerie questioned if validation would be need for every Aroclor in a PCB mix. Chuck suggested what was in the list for 1016 and 1260 should be sufficient to cover the range, and it would be too much work to cover all the Aroclors. There was general agreement on this. Valerie suggested continuing working through the list, and said at the next meeting the new analyst portion should be addressed. She suggested asking the laboratory assessors for input, and said she would send a note to Gale, Gary and Scott.

5 – Next Meeting

Richard said the priority should be on the training materials, and prior to the next meeting on April 1, he would send out reminders to the authors.

6 – Adjournment

The meeting was adjourned at 3:30 pm EST.