

PT Expert

Minutes April 26, 2012

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Attendees

TNI Proficiency Testing Committee			
Committee Members 2012			
Member	Affiliation	Email	4/26/2012
Stephen Arpie	Absolute Standards, Inc.	stephenarpie@absolutestandards.com	X
Stacie Metzler	Hampton Roads Sanitation District	smetzler@hrsd.com	X
Shawn Kassner	ERA-A Waters Company	skassner@era.qc.com	X
Scott Hoatson	Oregon DEQ	hoatson.scott@deq.state.or.us	X
Roger Kenton	Eastman Chemical Company	rogerk@eastman.com	
Mitzi Miller (Chair	Dade Moeller & Associates	mitzi.miller@moellerinc.com	X
Lisa Touet	Massachusetts DEP	lisa.touet@state.ma.us	X
Kirstin McCracken (Past Chair)	TestAmerica, Inc.	KirstinL.McCracken@testamericainc.com	
Judy Morgan	Environmental Science Corp	Jmorgan@esclabsciences.com	X
James Webber, Ph.D.	New York State DOH	webber@wadsworth.org	
Jim Todaro	Alpha	j.todaro@comcast.net	X
Rachel Ellis	New Jersey DEP	rachel.ellis@dep.state.nj.us	X
Joe Pardue	P2S - DOE Subcontractor	parduegjr@oro.doe.gov	X
Kareen Baker	Veolia Environment (NYSE: VE)	kareen.baker@veoliawaterna.com	X
Associate non-voting members			
Bob O'Brien	Sigma-Aldrich	Bob.OBrien@sial.com	X
Carol Smith	SC DHEC	smithcf@dhec.sc.gov	X
Susan Butts	SC DHEC	buttsse@dhec.sc.gov	X
Nicole Cairns	NY	nlc02@health.state.ny.us	X
Jeff Lowry	Wibby	jlowry@wibby.com	X
Keith Ward	Wibby	kward@wibby.com	X
Aaron Alger	PA DEP	aaalger@pa.gov	X

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Volume 3 section 4 -attached

V3 section 4 was discussed changes proposed and

Steve thought that we should reference ISO 17043 for volume 3 and not add anything. Others thought that there are enough specific additions to the PT Provider requirements that Volume 3 is needed. In addition, politically this would not work. The states have promulgated their regulations in a manner that we need Vol 3. In addition things like the FoPT table use by PT providers is part of Vol 3 and not part of ISO 17043.

A discussion regarding how to better explain the DMRQA is the same PT as WET was discussed. This will be dealt with in a SIR.

Action Item-Keith and Shawn will generate a SIR Request for the committee to address the differences and similarities of DMRQA and how the accreditation of the PT providers is the same for both types of study for WET.

The attached section 4 as revised was voted and accepted. Shawn moved to accept section 4 as attached, Stacie seconded; all were in favor, no negatives and no abstentions.

Volume 3 Section 9 -attached

No changes were proposed for section 9. Scott moved to approve, Steve seconded. All voted in favor, no negatives, no abstentions.

Volume 3 Section 11-attached

A discussion of the type of PT was added. Scott moved to approve Shawn seconded. All voted in favor, no negatives, no abstentions.

Meeting minutes from 4-12-12

It was pointed out that the spelling of several names were incorrect. Mitzi agreed to correct these. Scott moved to approve with corrections Shawn seconded. All voted in favor, no negatives, no abstentions.

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The group is beginning to work on editing volume 3. The following writing assignments were made:

Section	Person	Date Due
Entire section 3	Mitzi	4/26
4	Kirsten	Done
5	Jim	5/3
6	Shawn	5/3
7	Judy & Jeff	5/3
8	Rachel	5/10
9	Kirsten	done
10	Shawn	5/10
11	Scott	done

The group discussed removing appendix A and inserting words to the effect that ISO 17043 homogeneity/stability, and verification will be used. No vote was taken on this issue.

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Section 4.0

4.0 PT PROVIDER ACCREDITATION

- 4.1** The PT provider shall be accredited by a TNI-approved PTPA for every TNI FoPT which they will offer in their PT programs.
- 4.2** In order to receive and maintain accreditation for any analyte in any FoPT, the PT provider shall demonstrate compliance with all requirements of this Standard during onsite audits and ongoing oversight conducted by the PTPA per Volume 4 of this Standard.
- 4.3** PT providers shall be subject to biennial onsite audits conducted by their chosen TNI-approved PTPA. They may also be subject to unannounced audits for cause.
- 4.4** PT providers shall submit data from each of their PTPA-accredited PT studies to the PTPA for review to determine compliance with this Standard.
 - 4.4.1** The information required in these submittals, including the format and frequency/timing, shall be determined by the PTPA.
 - 4.4.2** The provider shall not identify any participant laboratory to the PTPA without the expressed written consent of the laboratory.
- 4.5** Upon request by the PTPA, the PT Provider shall supply, at no charge, PT samples as specified by the PTPA, which are included in the PT Provider's scope of accreditation, to the PTPA for submission to a referee laboratory.
- 4.6** In conflicts with the PTPA, PT providers shall follow the PTPA's appeals process.
- 4.7** Unresolved conflicts with the PTPA shall be submitted to the TNI PT Executive Committee.

9.0 SYSTEM FOR REPORTING BY PARTICIPANTS

The PT provider shall:

- a) have procedures and systems in place to ensure the accurate, timely and secure transmission of PT data from participant laboratories to the PT provider;
- b) have a reporting mechanism that ensures that the results received by the PT provider are consistent with those submitted by the participant laboratory;
- c) ensure that results reported by participant laboratories are not delayed or lost due to the provider's reporting mechanism;
- d) ensure that participant laboratory data are kept secure and that they are not subject to unauthorized dissemination either during or after the data have been reported to the PT provider.

11.0 GENERATION OF STUDY REPORTS

11.1 Schedule

11.1.1 The reports defined in Sections 11.2 and 11.3 shall be submitted to the required parties no later than twenty-one days after the close of the study.

11.1.2 Reports shall be submitted to participant laboratories and laboratory-requested accreditation bodies within the same twenty-four (24) hour period.

11.2 Final Evaluation Report

11.2.1 PT providers shall submit final evaluation reports to all participant laboratories.

11.2.2 PT providers shall submit final evaluation reports in hardcopy or electronic form to all laboratory accreditation bodies that have been requested by the laboratories to receive reports.

11.2.3 The following information shall be included in the final evaluation report:

- a) PT provider name;
- b) PT provider PTPA accreditation number;
- c) participant laboratory name;
- d) participant laboratory physical address;
- e) name, title and telephone number of laboratory point of contact, as provided;
- f) participant laboratory's primary accreditation body ID, as provided;

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- g) study type (e.g. WS, WP, Solid, UST) and study number;
- h) opening and closing dates of the study;
- i) date report was prepared;
- j) date report was amended, if applicable;
- k) study discussion including any pertinent information which addresses unusual details of the study (e.g., need to change an assigned value or delete an analyte from evaluation).

11.2.4 The following information shall be included for each PT sample/analyte in the final evaluation report:

- a) lot or study number;
- b) analyte name;
- c) analyte code defined in the TNI FoPT Tables;
- d) identification of those analytes included and not included in the PT provider's PTPA accreditation;
- e) assigned value;
- f) acceptance limits;
- g) laboratory value, as reported;
- h) method description, as reported;
- i) Analysis date as reported by the laboratory
- i) evaluation per Section 10.3;
- j) mean calculated from all study participant data; and
- k) standard deviation calculated from all study participant data.

11.2.5 Each page of the final evaluation report shall include an indication of the length of the report, presented by either "Page X of Y" or the total number of pages with each page consecutively numbered.

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11.3 Study Failure Rate Report

11.3.1 Upon request by either a participant laboratory or a laboratory accreditation body, the PT provider shall make available a report listing the total number of participating laboratories and the number of laboratories scoring "Not Acceptable" for those analytes reported by the laboratory.

11.3.2 The PT provider shall not disclose specific laboratory results or evaluations to any parties without a written release from the laboratory.