

**SUMMARY OF THE
TNI LABORATORY PROFICIENCY TESTING EXPERT COMMITTEE MEETING**

APRIL 25, 2014

The Committee met by teleconference on Friday, April 25, 2014, at 11:00 am EST. Chair Shawn Kassner led the meeting.

1 – Roll call

Fred Anderson, Advanced Analytical Solutions (Other)	Present
Stephen Arpie, Absolute Standards (Other)	Present
Kareen Baker, Independent (Other)	Present
Yumi Creason, PA DEP (AB)	Present
Rachel Ellis, NJ DEP (AB)	Present
Scott Hoatson, Oregon DEQ (AB)	Absent
Shawn Kassner, Phenova (Chair; Other)	Present
Roger Kenton, Eastman Chemical Co. (Lab)	Present
Stacie Metzler, Hampton Roads San. Distr. (Lab)	Present
Mitzi Miller, Dade Moeller Assocs. (Other)	Present
Judy Morgan, Env. Science Corp. (Lab)	Present
Virgene Mulligan, Amrad (Lab)	Present
Joe Pardue, P2S (Other)	Present
Jim Todaro, Alpha Analytical (Lab)	Absent
Lisa Touet, MA DEP (AB)	Present
Ken Jackson, Program Administrator	Present

Associate Committee Members present: Nicole Cairns, NYSDOH; Bob O'Brien, Sigma-Aldrich; Brian Stringer, ERA.

2 – Previous Minutes

It was moved by Fred and seconded by Mitzi to approve the April 11, 2014 minutes. All present were in favor.

3 – Volume 1 Module 1 (V1M1) and Volume 2 Module 2 (V2M2)

Ken had circulated tracked versions of the two modules for final consideration before they were voted out of committee as Voting Draft Standards. Several Committee Members had sent in comments by e-mail.

Lisa had pointed out a conflict between the two modules. The second sentence of V1M1 4.3.2 stated: "Alternatively for initial accreditation, the AB may request the most recent (up to 3) studies directly from the PT provider for the laboratory." However, V2M2 4.1.3 said "The Primary AB shall only accept PT Study reports that come directly from the PTP as directed by the environmental laboratory

before the closing date of the PT Study." After some discussion, it was agreed to re-word the second sentence of V1M1 4.3.2 to read: "For initial accreditation(s), the laboratory shall direct the PT Provider to provide all relevant PT Study results to the AB to support their accreditation application." Also, deleted from V2M2 4.1.3 was ".before the closing date of the PT Study".

Rachel was concerned with the language in V1M1 5.2.1.2, which could be read that a laboratory could run a PT on January 2, and a second one on January 10 (no less than 7 days apart and no more the 7 months apart) and this would be good for their certification for the year. This generated a prolonged discussion on how to clear up the wording so it would avoid confusion by the laboratories. It was agreed to add "semi-annually" to make the sentence read: "The laboratory shall analyze and report a PT study semi-annually for each accreditation FoPT for which it seeks to maintain accreditation that meets the following criteria." This would now ensure that the laboratory would have to run another PT within 7 months to meet the semi-annual requirement, even though it had completed two close together (Jan. 2 and 10).

It was moved by Fred and seconded by Judy to release V1M1, with the above changes in place, from committee as a Voting Draft Standard. All were in favor.

It was moved by Virgene and seconded by Fred to release V2M2, with the above changes in place, from committee as a Voting Draft Standard. All were in favor.

4 – Volume 3 Working Draft Standard

On the previous call, Mitzi had pointed out changes in ISO 17043 that might require further modification of V3. On reviewing the current V3 she identified three issues of possible concern:

1. There are "shalls" in V3 section 5.10 with very specific reporting requirements, and she recommended no added wording or change.
2. Section 5.1.2 of V3 says the laboratory shall be ISO 17025 accredited, and this is stricter than ISO 17043 which only requires the laboratory to be ISO 17025 conformant. Mitzi recommended no added wording or change.
3. This concerned the audit trail of records. ISO 17043 section 5.13.2 does not explicitly require a full audit trail for all technical records related to the providers testing and production of the HVS data etc. Mitzi said some PTPAs and PTPs are not interpreting ISO 17043 records requirements to include an audit trail, so she believed V3 should state this explicitly. Two of the laboratory members of the committee (Judy and Nicole) agreed this should be a requirement just as laboratories are required to maintain and audit trail. No one disagreed and Mitzi said she would submit this as a comment on the WDS.

5 – Volume 4

Shawn had circulated the latest changes, and asked the committee to read the document and be prepared to vote during the next conference call. Mitzi said she would also send the document to Matt Sica and Randy Query for comment.

6 – Webinar on Volume 3 WDS

Shawn said he would send out his draft PowerPoint slides by the next Tuesday, and would ask for comments within two days.

Adjournment

The meeting was adjourned at 12:30 pm EDT.