TNI FoPT Formatting Subcommittee Meeting Summary

January 23, 2015

1. Roll call and approval of minutes:

The TNI FoPT Formatting Subcommittee meeting was called to order on January 23, 2015 at 2:05 PM Eastern. Attendance is recorded in Attachment A-3 subcommittee members were present. One member called in and had to leave the call early. Affiliates Present: None

Call for vote on minutes from previous call--- Motion: Shawn; Second: Nicole. Vote to approve: unanimous.

2. Discussion:

Presentation of methods:

After discussion on the format/presentation of the DW FoPT table, it was agreed that our formatting approach for the DW FoPT table was acceptable.

Relative to the listing of analytical methods by analyte, we agreed that we would group the methods together with their respective core analyte lists (eg., VOC's, Metals, Pesticides etc.). Because these core analyte lists shared a lot of the same analytical methods—grouping them together would eliminate redundancy. It was noted that some analytes within the core groups also have separate approved methods that are specific to these analytes only, but not the core group as a whole. We agreed to make an exception for these circumstances and list the analyte specific method(s) next to their respective analytes.

It was agreed that due to the large number of method revisions that exist, we would list only the <u>parent</u> methods without revision numbers/dates and footnote accordingly.

Microbiology methods discussion:

Nicole, Shawn & Craig agreed that we would each have our internal microbiology experts review and comment on which methods are appropriate and how best to present the microbiology methods in this FoPT table (by technology).

After review and agreement on the "Presentation of methods" approach stated above, we would divide up the DW FoPT table by core analyte groups amongst ourselves and populate methods accordingly. Upon completion and final review of the populated table, we will submit this as our deliverable to the PTPEC for comment (prior to submission as a voting draft).

3. Action Items:

-See Attachment B

4. Next Meeting

The next meeting was scheduled for the TNI meeting in Crystal City, VA-- time TBD.

The meeting was adjourned at 2:30pm EST. Shawn motioned, Nicole seconded.

Attachment A

Participants TNI Proficiency Testing Program-FoPT Formatting Subcommittee

Members	Affiliation	Contact Information
Nicole Cairns (2012)	NY State DOH	(518)-473-0323
		nicole.cairns@health.ny.gov
Present		
Craig Huff (2014)	Environmental Resource	(303)-463-3518
	Associates-Waters Corp	chuff@eraqc.com
Present		
Dr. Andy Valkenburg (2011)	Energy Laboratories, Inc.	(406)-869-6254
		avalkenburg@energylab.com
Present- Had to exit the call		
early		
Shawn Kassner	Phenova	(866)-942-2978
		ShawnK@phenova.com
Present		
Stephen Arpie	Absolute Standards, Inc	(800)-368-1131
		stephenarpie@mac.com
Not Present		

Attachment B

Action Items – TNI FoPT Formatting Subcommittee

		Tormatting Subcommittee			
			Expected	Actual	
	Action Item	Who	Completion	Completion	
1	Send Draft DW table populated with methods and technologies to all subcommittee members for discussion.	Craig	12/23/2014	12/30/2014	
2	Contact Maria for clarification on charter/scope- whether or not both methods and technologies were required for all FoPT tables	Craig	Next Meeting	12/18/2014	
3	All members of the subcommittee to review and provide corrections, comments to the draft DW table. Submit all corrections/comments to Craig for consolidation into one "master" draft table.	All	TBD	Pending	
4	Reformat and utilize Aluminum from the DW FoPT Metals as a template for method presentation on the DW FoPT table	Craig	By TNI Meeting	Feb 26, 2015	

Attachment C

Backburner / Reminders – TNI FoPT Formatting Subcommittee

Item	Meeting	Comments
	Reference	
Discuss the incorporation of Method Codes	See Andy's	Further clarification from
in the table	comment	PTPEC?
	above	