

## **TNI PT Board Meeting Summary January 26, 2010**

### **1) Roll call:**

Chairman Eric Smith called the TNI PT Board meeting to order on January 26, 2010, at 1:30 PM CT in Chicago, IL. Attendance is recorded in Attachment A – there were 6 Board members present.

### **2) PT Caucus**

#### **PT Board Activities**

Eric Smith provided an overview of PT Board Activities. This overview is summarized in the slides in Attachment B. He discussed experimental analytes and noted that the Board has a goal to have an updated DW FoPT table effective by July 1, 2010, an NPW FoPT table effective by October 1, 2010 and a Solids/CW FoPT table effective by January 1, 2011.

Comments:

#### Kristin McCracken

In the standard the FoPT tables are supposed to address accredited analytes. Because LL Mercury and LL TRC were added to the tables, do these become analytes that labs must now run for accreditation? DMRQA is not an accreditation program – why was it added to the table? Will ABs start to accredit to new analytes that are on the table even though they were added for another purpose?

She also raised a concern about how column headings are used. Will additional language need to be added to the standard to accommodate these changes?

Kirstin asked that the PT Expert Committee be involved before anything is finalized so they can make sure it fits with the standard and that revisions are not needed.

#### Steve - Texas

Asked what PT Board is doing about NELAP Board's comment that the LL Mercury and LL TRC are approved with the condition that they receive new analyte codes. Eric commented that they have been made aware of this, but that it is not something the PT Board can change. Eric is communicating this issue to the NELAP Board, IT Committee and Jerry Parr.

## **A2LA Presentation**

Randy Querry and Dan Tholen provided a presentation that is summarized in Attachment C.

ISO 17043 General Requirements for Proficiency Testing (base standard all requirements.)  
ISO Guide 34: 2009 (manufacturing system)

Checklists should be complete next week and then they will be reviewed by assessors, PT providers, etc ... Randy will review all comments and then finalize the checklist and send it to the PT Board by the end of February for review. They need finalized checklists by March.

Comments:

### Kristin

There is a TIA in process for a change to Volume 3 – deals with scoring. How will this TIA be addressed in the audits? Dan Tholen commented that they will review the TIA and take it into consideration when they write up deficiencies. It can be looked at again once the TIA goes into effect. Eric asked that Kristin e-mail him a copy of the TIA and the issue.

More TIAs will be forthcoming for WET, Radiochemistry, etc ... They are expected to be published by May for comment and then they have to go through the regular finalization process. She will forward these to Eric too.

### Lynn Bradley

Asked why PT Board adopted Vol 3 and 4 before July 2011.

## **New Analytes Discussion**

Eric introduced this topic and let the membership know that the PT Board is looking for people who would like to serve on a subcommittee to address how new analytes are added to FoPT tables.

Comments:

- Need to make sure that budget considerations are taken into account when deciding whether to add an analyte.
- Need to do a risk assessment – is it needed? Is it a low risk analyte?

- Distinguish between technical feasibility and regulatory need.
- If a subcommittee is formed, we should consider inviting someone who represents NEFAP.
- The FoPT tables need to be defined. What is their purpose?
- Need to understand customer needs – NELAP, NEFAP, etc ...
- Clearly defined timelines for implementation. It would be great if updates only occur at certain time frames. This way people know to check the website for updates. Look at implementation procedures.
- Consider process for removing analytes.
- Consider process for extending ranges for analytes – LL vs. HL.
- What is the volume of labs that need to run it?
- Stacie pointed out that we need to have separate FoPT tables for analytes that are added that are not accreditation analytes.

#### Kelly Black (Neptune)

The PTOB database will need a unique code or we need a new field in the database to deal with multi-level analytes. Neptune can accommodate this, but Lance pointed out that many ABs can not make this change.

Right now A2LA has oversight of what goes on the tables. If it is on the FoPT table ... it will be included. The addition of LL Mercury and LL TRC to the tables means that A2LA will have oversight on these analytes.

#### Lance

The Database committee already established analyte codes for non-NELAP accredited analytes.

### 3) PT Board Business – 4pm

#### Draft DW FoPT Table Update

No additional comments were made. An e-mail will go out to Board members to vote on the table.

#### Standard Interpretation Requests

See Table in Attachment D for comments.

#### 4) New Items

- Gary commented that we need to look at analytes to make sure there is enough use for them to keep them on the table. It was pointed out that the Chemistry FoPT Subcommittee does consider the amount of data being generated in deciding that an analyte should remain on the table.
- Eric noted that the DRAFT letter to the NELAP Board for the updated DW FoPT table did not include the reasons for any analytes that were added. This is something the Board should consider in future updates.

#### 5) Next Meeting

The next meeting of the PT Board will be Thursday, February 18, 2010 at 1pm EST.

Action Items are included in Attachment E and Attachment F includes a listing of reminders.

The meeting adjourned at 4:40 pm (Motion – Curtis Second – Stacie Unanimously approved.)

## Attachment A

### Participants TNI Proficiency Testing Board

Members	Affiliation	Contact Information
Eric Smith, Chair (2009) <b>Present</b>	TestAmerica	615-726-0177 x1238 <a href="mailto:eric.smith@testamericainc.com">eric.smith@testamericainc.com</a>
Ilona Taunton, Program Administrator <b>Present</b>	TNI	828-712-9242 <a href="mailto:tauntoni@msn.com">tauntoni@msn.com</a>
Gary Dechant <b>Present</b>	Analytical Quality Associates, Inc.	970-434-4875 <a href="mailto:gldechant@aol.com">gldechant@aol.com</a>
Amy Doupe <b>Present</b>	Lancaster Laboratories, Inc.	717-656-2300 x1812 <a href="mailto:aldoupe@lancasterlabs.com">aldoupe@lancasterlabs.com</a>
Steve Gibson <b>Absent</b>	Texas Comm. on Env. Quality	512-239-1518 <a href="mailto:jgibson@tceq.state.tx.us">jgibson@tceq.state.tx.us</a>
Svetlana Isozamova <b>Absent</b>	Accutest Laboratories – Southeast Division	407-425-6700 <a href="mailto:svetlani@accutest.com">svetlani@accutest.com</a>
Michella Karapondo <b>Absent</b>	USEPA	513-569-7141 <a href="mailto:karapondo.michella@epa.gov">karapondo.michella@epa.gov</a>
Carl Kircher <b>Absent</b>	Florida DOH	904-791-1574 <a href="mailto:carl_kircher@doh.state.fl.us">carl_kircher@doh.state.fl.us</a>
Stacie Metzler <b>Present</b>	HRSD	757-460-4217 <a href="mailto:smetzler@hrsd.com">smetzler@hrsd.com</a>
Matt Sica <b>Present (after 3:30)</b>	State of Maine	207-287-1929 <a href="mailto:matthew.sica@maine.gov">matthew.sica@maine.gov</a>
Curtis Wood <b>Present</b>	Environmental Resource Associates	303-431-8454 <a href="mailto:cwood@eraqc.com">cwood@eraqc.com</a>

## Attachment B - PT Caucus PowerPoint Slides

### PT Caucus

Tuesday, January 26th, 2010

Presented by:  
PT Board

Session Chair: Eric Smith

### Session Agenda

- Summary of PT Board Activities
- FOPT Tables
  - Experimental Analytes
  - NPW FoPT table updated to include low level mercury and low level total residual chlorine
  - Proposed accreditation FoPT table format changes
- PT Board plans for 2010
- A2LA Report
- New Analytes discussion
- Open Floor for Questions /Comments

Break 3-3:30

- PT Board Business

### Overview of PT Board Activities since August 2009

- Officially adopted TNI Standard Volumes 3 and 4.
- Updated SOP 4-001, Recommendation and Calculation of Acceptance Limits. Current revision is 3.0, effective 10/15. Some of the updates included:
  - Removing references to the terms "guidance" and "guidelines" based on feedback from the Policy Committee.
  - Deleting references to Experimental PTs.
  - Further clarifying the masking process. PTP raw data is initially only made available to an AB member of the FoPT subcommittee or the PT Board.
  - Revising N <10 where it had been N less than or equal to 20. (N=number of participant results used to determine Participant Mean and Standard Deviation within a given PT study).
  - Adding some flexibility to allow for reconsideration of criteria associated with N<10 where necessary to consider the contingency of a small number of PT studies.

### Overview of PT Board Activities since August 2009 (continued)

- Completed a review of and approved the draft revisions of two A2LA documents, which were updated to be used for A2LA's Stationary Source Audit Sample Provider Accreditation Program
  - C315 (Specific Checklist)
  - R303 (General Requirements)
- Worked on TNI Standard Interpretation Requests 72, 75, 80, 91, and 95. Finalized PT Board responses for 75 and 91.
- Voted to renew members Curtis Wood, Carl Kircher, and Eric Smith to a second term on the TNI PT Board.

### Overview of PT Board Activities since August 2009 (continued)

- Developed a plan for the elimination of Experimental FoPT tables, as requested by the NELAP Board.
- Performed an evaluation to add low level mercury and low level total residual chlorine to the NWP FoPT table, based on a request made by the US EPA's DMRQA Coordinator. Finalized a NWP FoPT table update (Effective January 4, 2010) to include these two new parameters.

### PT Board's Plan for elimination of Experimental FoPT tables

- The PT Board's Chemistry FoPT table subcommittee has been tasked with doing a technical review on each Experimental analyte.
- Experimental analytes are given priority and are to be reviewed first.
- The Chemistry FoPT table subcommittee has committed to weekly teleconference meetings to expedite the technical review of these experimental analytes.

#### Status on elimination of Experimental FoPT tables

- A draft update for the accreditation DW FoPT table has been submitted to the PT Board by the Chemistry FoPT subcommittee and is currently under review by the PT Board.
- The Chemistry FoPT subcommittee has made significant progress in performing a technical review of the NPW experimental analytes.
- Technical review of SCM experimental analytes by the Chemistry FoPT table subcommittee will begin once a draft update for the accreditation NPW FoPT table has been completed.
- Plan to complete this experimental FoPT analyte technical review and transfer in 2010.

#### NWP Accreditation FoPT table update for Low Level Analytes Mercury and Total Residual Chlorine

- Finalized an update to the NWP Accreditation FoPT table, Effective January 4, 2010.
- Low level mercury and low level total residual chlorine were added to the table, based on a request made by the US EPA's DMRQA Coordinator.
- Added footnote #15: "Low Level Analyte's concentration range and acceptance criteria are specifically intended for technologies/methods that can achieve the listed PTRL."

#### NWP Accreditation FoPT table update for Low Level Analytes Mercury and Total Residual Chlorine

- The PT Board received the following comment from the NELAP Board when the NELAP Board voted to approve the NPW FoPT table update:  
  
"The NELAP ABs believe that they cannot require that a lab perform either of the "low level" concentration PTs that appear to be added at the USEPA DMR-QA's request. The reason being that we can only require a laboratory to analyze one PT per Field of Accreditation (defined as matrix-technology-analyte). If a laboratory performs the "regular level" concentration PT, this would meet the requirement.  
  
We are planning to handle this issue similarly to the interpretation for the low-level and medium-level concentration PTs in the Soils tables."

#### DW, NPW, and SCM Accreditation FoPT Table Format changes being proposed by the Chemistry FoPT subcommittee

- Changes to the Accreditation FoPT Table Format are being proposed to highlight changes and clarify requirements.
  - Color coding – Colors would highlight changes to the table. For example-
    - Black – no change Black – no change
    - Red – Previous experimental analyte
    - Blue – New analyte/header
    - Magenta – Changes to accreditation analyte information
  - Organic analytes divided into two Organic Parameter Categories. Categories would help to better define intended FoPT table analyte requirements.
    - Purge and Trap Organic Parameters
    - Extractable Organic Parameters

#### PT Board plans for 2010

- Complete the technical review and transfer of DW, NPW, and SCM experimental analytes to the accreditation FoPT tables. Implement new accreditation DW, NPW, and SCM FoPT tables and retire the experimental analyte FoPT Tables.
- Update PTPA Review SOP to be in line with the TNI standard.
- Develop procedure for handling new FoPT analyte requests.

#### PT Caucus

- Questions on PT Board presentation?
- A2LA Activities Report
- New Analytes discussion
- Open floor for Questions/Comments

### New Analytes discussion

- Discuss development of additional procedures on handling future requests to add new analytes to FoPT tables.
  - Set minimum time window required to process requests?
  - Outline/map the approval process
  - Create New Analyte Request subcommittee - interested?

### PT Caucus

- Open floor for Questions/Comments

### PT Board session

- PT Board Business
  - Draft DW FoPT Table update. Further comments?
  - SIRs 72,80, and 95



## Attachment C - A2LA Presentation

## A2LA TNI Proficiency Testing Provider Accreditation Program

### The Forum on Laboratory Accreditation

Randy Querry / Dan Tholen  
American Association for  
Laboratory Accreditation (A2LA)  
January 26, 2010



American Association for Laboratory Accreditation

## Overview

- 2009 Annual Reviews
- 2010 On-site Assessments
- PT Study Monitoring
- Scope Expansions
- SSAS Program



American Association for Laboratory Accreditation

## 2009 Annual Reviews

- Review of Organizational changes
- Internal audit records
- Management review records
- Accredited PT Studies that are outside the TNI FOPT.
- PT Provider's websites and catalogs



American Association for Laboratory Accreditation

## 2010 Renewal Assessments

- New criteria:
  - ISO 17043 General requirements for proficiency testing (base standard all requirements)
  - TNI Standard Volume 3
  - ISO Guide 34:2009 (manufacturing system)
  - ISO/IEC 17025:2005 (testing laboratory)



American Association for Laboratory Accreditation

## Assessor Checklists Plan

- Provide to PT Providers and A2LA PTPTAC in early February for comment
- Submit to PT Board mid February
- Goal: Approved and Finalized March 2010



American Association for Laboratory Accreditation

## PT Study – Ongoing Monitoring

56 Studies Uploaded, from all providers  
All parts of database working...  
Uploads are occurring on time...most providers  
All PT providers having unflagged uploads...  
...on parts of the screening rules  
Still some issues to work through  
new flagging rules, close attention



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### PT Study Monitoring

- Not yet enough data for monitoring longer term performance factors:
  - Checking uniform distributions in range
  - Checking unacceptable rates
  - Checking recoveries and SDs
- Not enough data to update FoPT tables



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### Scope Expansions

- Requests for DMRQA Scope expansions
  - If the requested analytes are made by the same process and analyzed in the same manner as existing PT, then nothing is required to be submitted for review.
  - If a new technology or procedure is used then assessor review will be required



### Renewal Assessments

- Schedule assessments March – October
- Most providers have accreditation scopes beyond TNI
  - Other PT schemes, matrices, analytes
  - ISO/IEC 17025 (Laboratory Testing)
  - ISO Guide 34 (Reference Materials)



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### SSAS Program

- Added to Work Agreement between TNI and A2LA
- Checklist approved by PT Board and A2LA Criteria Council
- Will announce program February 1, take applications, schedule assessments (if needed)



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### Questions?



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## Attachment D

### Standard Interpretation Request Reviews

#72

Section (eg. C.4.1.7.4)	SCM FoPT (7/1/07) ; NELAC Analyte 1935, footnote 13
<b>Describe the problem:</b>	<p>The SCM PT standard for TPH references HEM/SGT on the FoPT. HEM/SGT is a method defined analyte for method to 1664A. The scope and application section of 1664A says that it is for "surface and saline waters and industrial and domestic aqueous wastes". Therefore, the method has to be modified to be performed on solid and chemical materials. Is it appropriate to have a required PT for a non-standard method?</p>
<b>Comments</b>	<p><b><u>Gary comment 10/21/09:</u></b> It is appropriate to have a PT for any analyte/method where the method is used with sufficient frequency and in support of environmental decision making regardless of the source of the method.</p> <p><b><u>Eric comment 11/16/09:</u></b> Upon consideration, I have to agree to some extent with this SIR #72. HEM on a solid is performed by 9071B. 9071B does not discuss SGT. SGT is only discussed in 9070A/1664A, which was written for water. The units on the Soil FoPT table are in mg/kg. Scanning the list of approved SW-846 methods, I could not a gravimetric analysis that would apply to this PT, without, technically, modifying the method (9071B) to accommodate for Silica Gel Treatment. Therefore, I think the commenter is correct in that we should not be applying a requirement for this PT to HEM methods. Method 8440, TPH by IR, would appear to possibly still apply to this PT?? If so, at this point, I would suggest that the PT Board consider revising the footnote of this PT to indicate that this PT is only to be required where used in conjunction with supercritical carbon dioxide extraction and subsequent IR analysis.</p> <p>12/17/09: Will be discussed at Chicago meeting.</p> <p>1/26/10: Need to ask the NELAP Board if this analyte is needed on the FoPT tables – but this is an aside.</p> <p>The question can be answered at face value and we can let the inquirer know that the PT Board will follow-up on the example given.</p>

	Curtis will work on a response to this question.
Response	

#80

Section (eg. C.4.1.7.4)	List of analytes that required Proficiency Testing
Describe the problem:	<p>We are currently accredited for method SW 846 8151, but we want to add Pentachlorophenol by 8151 to our scope. Pentachlorophenol is not listed as requiring PT with the other Herbicides that are analyzed by 8151 that are listed. Therefore, I interpret that as Pentachlorophenol by method 8151 does not require PT.</p> <p>Our Accrediting Body says otherwise. They contend that because Pentachlorophenol is listed under the Acid Extractables (Method 625 or 8270) that require PT, it also requires PT if we want to add it to our 8151 scope.</p> <p>Please advise. Thank you.</p>
Comments	<p><b>Gary Comment 10/21/09:</b> Pentachlorophenol is listed as an analyte for 8151 and is included in the PT sample for herbicides. While the tables have classified pentachlorophenol as an acid this is a general classification and does not imply an analytical method. The acceptance criteria are not method specific at this time so I would say there is a valid PT sample available and the lab is required to report it if wants accreditation.</p> <p><b>Eric Comment 11/16/09:</b> I have written a response below that I would suggest. It is consistent with our previous SIR response #26, but updated based on the documented position of the previous NELAC PT Board. In our previous response #26 we felt that group headers must hold significance. Acceptance ranges and spiking concentrations have been previously determined in part based on how they are grouped, so I don't think we can ignore those group headers.</p>

	<p>I also think we are limited to only offering our position, not telling the NELAP Board what they have to do. If the NELAP Board chooses to not follow our recommendation, then they choose to operate and accredit outside of our guidance. Here's my suggested response -</p> <p>The Accrediting Body's interpretation is consistent with guidance provided a number of years ago by the previous Board overseeing the FOPT tables, the NELAC PT Board.</p> <p>However, the TNI PT Board's current consensus is that group headers in those FOPT tables hold important significance, and group headers are to be utilized to classify when an analyte is required to be processed and analyzed.</p> <p>The TNI PT Board would agree that there has been a general lack of consistency within all sectors of the community on how the group headers in the FOPT tables are being interpreted. The TNI PT Board is currently working to address this by adding some clarification on this matter to the FOPT tables.</p> <p>Until such time as the revised FOPT tables become available, the TNI PT Board recommends that the current FOPT table group headers be taken into consideration and used as guidelines for classifying when a PT is required. The final decision on whether the AB grants accreditation based on TNI PT Board guidance lies with the AB and the consensus of the NELAP Board.</p>
<b>Response</b>	<p><b><u>Current Draft</u></b> –</p> <p>The Accrediting Body's interpretation is consistent with guidance provided a number of years ago by the previous Board overseeing the FOPT tables, the NELAC PT Board.</p> <p>However, the TNI PT Board's current consensus is that group headers in those FOPT tables hold important significance, and group headers are to be utilized to classify</p>

	<p>when an analyte is required to be processed and analyzed.</p> <p>The TNI PT Board would agree that there has been a general lack of consistency within all sectors of the community on how the group headers in the FOPT tables are being interpreted. The TNI PT Board is currently working to address this by adding some clarification on this matter to the FOPT tables.</p> <p>Until such time as the revised FOPT tables become available, the TNI PT Board recommends that the current FOPT table group headers be taken into consideration and used as guidelines for classifying when a PT is required. The final decision on whether the AB grants accreditation based on TNI PT Board guidance lies with the AB and the consensus of the NELAP Board.</p> <p>12/17/09: Carl and Curtis will be providing comments on this response via e-mail. The Board is not ready to vote on this response.</p>
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#95 (10-13-09)

<b>Section (eg. C.4.1.7.4)</b>	F.2.1, F.2.2, F.3
<b>Describe the problem:</b>	I am confused about the PT requirements for labs doing WET analysis. The only 'true' PT is the DMRQA - but it runs longer than 45 days - which doesn't meet F.2.2 requirements. I need to know will the DMRQA be allowed and counted as a PT until such a time as the PT providers have other PTs available?
<b>Comments</b>	<p><u>Stacie comment 11/19/09 –</u></p> <p>Email from Kirsten McCracken to Jerry 10/22/09 – Ilona &amp; Jerry: I had asked Ilona to forward the following SI request to the PT Board which she did and it was assigned to Stacie Metzler. Stacie is on the PTEC and the PT Board and she and I talked about this SI request this morning and she has found a conflict in the language of the 2003 NELAC Standard and we are not sure how to proceed with resolution so I am writing you for guidance.</p> <p>Section F.2.2 of the 2003 NELAC standard says WET PT must be analyzed within 45 days of</p>

sample receipt. Section F.4.1 instructs labs to use DMRQ. The DMRQA study is open for 90 days.

Either the time-frames of the standard are in conflict or the authors of the standard intended that the DMRQA be used but that the samples be analyzed within 45 days even though DMRQA is open longer. Stacie has a few members and/or contacts that helped develop the appendix in the 2003 standard but nobody seems to recall a 45 day time-frame and the general consensus is that the 45 day time frame does not make sense.

If there is a conflict in the 2003 Standard would this resolved by the PTEC, PT Board, NELAP Board, TNI Board, LASC – other?

Email from Jerry Parr to Kirsten McCracken 11/19/09:

Sorry; I meant to come back to this and then forgot. After looking at all of this closely, I think the NELAP Board will need to adopt a policy on this issue. Clearly, the 2003 standard is in error (one way or the other) and the only way to fix it is with the NELAP Board. LASC or the PTEC might be able to develop a recommendation.

I checked the 2002 standard and it had a 60 day period; 30 days for analysis and 30 more days for reporting.

Is this issue addressed in the TNI standard?

From what you have said, it appears the PT committee would recommend a 90 day period if given the choice.

Jerry

Eric Comment 11/24/09: It looks to me like based on Jerry's comments provided by Stacie that this SIR #95 should be forwarded to the NELAP Board for response and resolution.

Discussion 12/17/09:

Should be forwarded to the NELAP Board to adopt a policy. There is an error

	<p>in the standard.</p> <p>The PT Board is running under the new TNI Standard, but the NELAP Board will adopt the new standard on July 1, 2011.</p> <p>1/21/10: There are two sets of requirements for the labs – 45 days to run from time of sample receipt and 45 days to report.</p> <p>Based on discussion, Eric will work up a DRAFT response.</p>
<b>Response</b>	<p>Sent 1/21/10 (from Eric):</p> <p>While the DMRQA study containing the WET PT is open for a period longer than 45 days, the laboratory must complete the analysis of the WET PT sample within 45 days of sample receipt in order for the WET PT result to be used to meet 2003 NELAC standard requirements. The laboratory would have up to 45 days from sample receipt to analyze the WET sample and then the remainder of the DMRQA study period to report the WET PT analytical results to the PT provider.</p> <p>Motion made by Gary to accept response. Seconded by Stacie. Unanimously approved.</p>



## Attachment E

### Action Items – TNI PT Board

	<b>Action Item</b>	<b>Who</b>	<b>Expected Completion</b>	<b>Actual Completion</b>
10.	Let the new Chemistry FoPT Subcommittee know that information is available from NY regarding extraction/prep methods and PT results.	Carl / Ilona	When Chemistry FoPT Subcommittee is formed.	Describe what this is. Soil in metals too? SVOA.
17.	Work on language for new TNI policy based on NELAC Policy #16 and EPA Criteria Document.	Chuck	Eric will follow-up with Chuck to determine a date.	Looking for volunteer to help Chuck.
42	Submit modified footnote based on the micro discussion during the 3/19/09 meeting.	Eric	Before tables are finalized.	Discussed with Chem FoPT Subcommittee and the group thought it was not needed. Eric will
64	Fix typo in WS Table.	Eric	Jan mtg.	Complete
70	Reassess need to contact PT Providers to give them a heads-up on the FoPT table updates.	Eric	Ongoing	
84	Forward concerns in writing about approving Low Level Total Residual Chlorine.	Chuck Carl	12/16/09	Complete
85	Ask Brian to provide the reasons for approving the limit for Low Level Total Residual Chlorine.	Carl	12/16/09	Complete
86	Forward Chem FoPT Subcommittee minutes from 11-3-09 meeting to PT Board.	Ilona	12/16/09	Complete
87	Revised A2LA documents to Eric later today (11-19-09) and this will be forwarded to the PT Board for final review.	Randy Eric	11/25/09	Complete

	<b>Action Item</b>	<b>Who</b>	<b>Expected Completion</b>	<b>Actual Completion</b>
88	Final comments to A2LA documents should be e-mailed to Board members and Randy. A vote will be held at the December 17, 2009 meeting.	All	12/17/09	Complete
93	Talk to Chuck and Carl and DRAFT response for SIR #95.	Eric	1/21/10	
94	Send out electronic vote on DW FoPT Table and cover letter.	Ilona	2/18/10	
95	Send e-mail to Jerry, Aaren and Dan Hickman regarding analyte code issue.	Eric	2/18/10	
96	Form subcommittee to work on procedures to add new analytes.	Eric	2/18/10	
97	Make a recommendation to address evaluation of “less than” (<) reporting. Distribute to Board for consideration.	Carl	2/18/10	
98				

**Attachment F**

**Backburner / Reminders – TNI PT Board**

	<b>Item</b>	<b>Meeting Reference</b>	<b>Comments</b>
3	Send A2LA a formal request to ask PT Providers if PT data can be shared with the Board. Needs to be done before 8/09.	1/14/09	
5	Update PTPA Review SOP.	n/a	
6	DW Table Micro Total Coliform Rule Request	10/15/09	9 out of 10 vs. 10 out of 10