

TNI PT Board Meeting Summary February 19, 2009

1. Roll call and approval of minutes:

Chairman Eric Smith called the TNI PT Board to order on February 19, 2009, at 1:00 PM EST. Attendance is recorded in Attachment A. Associate members, Randy Querry and RaeAnn Haynes, and a guest, Jeff Lowry, were also present. The meeting was adjourned at 2:30 PM EST.

Minutes from the January 14, 2009 meeting were reviewed. It was requested that the specific SOP number be added to #5 and Carl had some additional comments to add to his subcommittee update. The minutes were approved with these changes for posting on the TNI website (Motion: Gary Second: Carl). Ilona will have minutes posted.

2. SOP (TNI #4-001)

Curtis is working on a revision to the limit update SOP (#4-001) to reflect the decision made by the PT Board regarding Experimental PTs. Curtis will submit language to the Board before the next meeting.

3. WET FoPT Table

The cover letter and tables were sent to the PT Board for review (via e-mail) prior to today's meeting.

RaeAnn recognized the members of the subcommittee for their excellent work on these tables: Carl Kircher (FDOH), Jeff Lowry (ERA), Chris Rucinski (RTI), Chuck Wibby (Wibby Assoc), Faust Parker (PBS&J Environmental Toxicology Lab), Jim Pletl (Hampton Roads Sanitation District, Virginia) and Patrick Yellin (EPA, DMQA Coordinator). She made the following comments:

- The tables are organized by organism, duration of the test, condition of test and temp and dilution of the water.
- The subcommittee looked at the difference between 20 and 25° C and did not feel the evidence warranted the need to run the WET PT samples at two different temperatures.
- Eliminated Copper Sulfate
- Eliminated Phenol – Hazardous to PT providers and lab staff.
- TBD – To Be Determined.
- New Method 1006: The method was added since many labs are currently running this test. The suggestion to add this test was made by the expert

members and data from the PT Providers was used to determine the suggested concentration of 1000 mg/L KCl.

- PT Board should look carefully at footnotes. Acceptance limits are essentially described in Footnote #7.
- According to the 2003 Standard, these PTs are required on once per year.
- Implementation Timing: The subcommittee would like to have the table in place before the next DMRQA. PT Providers have also stated that they would like to implement it immediately – not wait for 6 months. The effective date would need to be after the NELAP Board approves the tables.

A motion was made to correct the spelling on Footnote #6 (analysis), replace TBD with a concentration, and then accept/approve the new tables for distribution to the NELAP Board for final approval. The motion was made by Carl, seconded by Gary and unanimously approved by the Board members present on the call (7/10).

4. SSAS FoPT Tables

Carl distributed the Draft SSAS FoPT Tables to the PT Board members prior to the conference call. He provided the Board with background information and noted that these are audit samples – not PT samples. Upon approval, this will be given to the SSAS Committee for finalization. 95% of the information contained in the tables is from the current EPA program. Carl thanked the subcommittee for their hard work in developing these tables.

Carl reviewed the tables with the Board to discuss the subcommittees reasoning for organization and values in the table. He also noted that volatile organics in gas cylinders are recommended limits. Recommend 10%.

Eric asked how these samples are used. Jeff Lowry noted that they are considered a Clean Air Act (CAA) Compliance Event. They are run along with regular samples and then the pass/fail result is included in the data package with the regular samples. If there is a difference between the actual and analyzed value, there is corrective action that needs to be performed. This is determined by each state auditor.

A motion was made to accept the SSAS FoPT tables and distribute them to the SSAS Subcommittee. The motion was made by Gary and seconded by Michella. A full quorum was not present for this vote, but the 6 members present (Eric, Carl, Gary, Amy, Michella and Steve) unanimously approved the motion. Ilona was asked to contact the 4 missing Board members to obtain their vote via e-mail.

(Added 3/6/09) Matt Sica, Curtis Wood and Stacie Metzler responded to the e-mail request for their vote. All three Board members voted to approve the motion. The motion is approved.

5. A2LA Review

A copy of the review was distributed to the Board by Gary and Eric.

Gary noted that the most critical issue found during the review was the status of the database. There were items that could not be evaluated because of missing information.

Eric asked about a few of the findings and Gary responded:

- #5: The SOP has been approved, but it has not been posted to the website. Randy (A2LA) was asked to send a final copy of the SOP that is under document control to Gary.

- Observation D: It wasn't that things were not getting tracked, it was that they did not have a good mechanism to follow-up on missed due dates. It would not have been lost, but it may take them some time to realize that a due date was missed. This is why it was only an observation.

- Observation E: The mechanism to get to the complaint process is available, but it is not easy to find it. It is now within Contact Us.

- Observation F: Philosophical question. There really isn't an answer. Can you amend a final report to add a new finding?

Eric thanked both Gary and Kirstin McCracken for the high quality report the Board received. Next steps include:

- Board members should carefully review the report and bring any final concerns to the next conference call (3/19.)
- Dan Tholan (A2LA) and Gary will meet to review the database once it is fully functioning. This meeting is expected to occur in early March. They will look at test data since real data will not yet be available. Gary should report back to the Board at the 3/19 meeting.
- Gary and Kirstin will need to prepare something in writing to accept A2LA's responses to the review.

6. Next Meeting

The next meeting of the PT Board will be Thursday, March 19, 2009, at 1pm EST.

Action Items are included in Attachment B and Attachment C includes a listing of reminders.

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Attachment A

**Participants
TNI
Proficiency Testing Board**

Members	Affiliation	Contact Information
Carl Kircher, Chair (2008) Present	Florida DOH	904-791-1574 carl_kircher@doh.state.fl.us
Ilona Taunton, Program Administrator Present	TNI	828-712-9242 tauntoni@msn.com
Gary Dechant Present	Analytical Quality Associates, Inc.	970-434-4875 gldechant@aol.com
Amy Doupe Present	Lancaster Laboratories, Inc.	717-656-2300 x1812 aldoupe@lancasterlabs.com
Steve Gibson Present	Texas Comm. on Env. Quality	512-239-1518 jgibson@tceq.state.tx.us
Svetlana Isozamova Absent	Accutest Laboratories – Southeast Division	407-425-6700 svetlani@accutest.com
Michella Karapondo Present	USEPA	513-569-7141 karapondo.michella@epa.gov
Stacie Metzler Present (left meeting early)	HRSD	757-460-4217 smetzler@hrsd.com
Matt Sica Absent	State of Maine	207-287-1929 matthew.sica@maine.gov
Eric Smith (New Chair - 2009) Present	TestAmerica	615-726-0177 x1238 eric.smith@testamericainc.com
Curtis Wood Absent	Environmental Resource Associates	303-431-8454 cwood@eraqc.com

Attachment B

Action Items – TNI PT Board

	Action Item	Who	Expected Completion	Actual Completion
8.	Gather additional names for newly formed Chemistry FoPT Subcommittee.	Carl	On-going until membership is about 14.	
10.	Let the new Chemistry FoPT Subcommittee know that information is available from NY regarding extraction/prep methods and PT results.	Carl	When Chemistry FoPT Subcommittee is formed.	
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.	
31	Update PTPA Review SOP.	Gary	Discussion: 3/09	
32	Confirm that NELAC designated where different responsibilities within NELAC went after TNI formed.	Iлона	3/19/09	
34	Check to see if review needs to be posted on website or only archived.	Iлона	3/19/09	
36	Review and propose update of Limits Update SOP.	Board Members Curtis	Review: 3/09 Mtg Update: 3/19/09	
37	Receive final copy of the SOP discussed in #5 of the A2LA Review.	Gary	3/19/09	
38	Distribute WET FoPT Tables to NELAP Board for approval.	Eric	2/26/09	
39	Once approved, distribute SSAS Tables to SSAS Committee.	Carl	3/19/09	
40	Prepare formal acceptance of A2LA's responses to review when corrective	Gary	After review of database.	

	actions are approved.			
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Attachment E

Backburner / Reminders – TNI PT Board

	Item	Meeting Reference	Comments
2	Finalize the SOP for Evaluating Updated Limits. The Board will work on an update based on the Experimental PT decision. If this update is not completed by 3/09, go ahead and finalize the version the Board voted on electronically.	1/14/09	
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	
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