

**TNI PT Board Meeting Summary
(DRAFT)
May 20, 2010**

1) Roll call and approval of minutes:

Chairman Eric Smith called the TNI PT Board meeting to order on May 20, 2010, at 1:05 PM EST. Attendance is recorded in Attachment A – there were 8 Board members present during the call. Associate members Aruna Kaveeshwar, Chuck Wibby, Dan Tholan and Stephen Arpie were also present.

The minutes from the April 15, 2010 were reviewed. Curtis motioned that the minutes be approved. The motion was seconded by Steve and was unanimously approved.

2) Roll Call Vote - SOPs

Eric distributed the updated PT Board SOPs he worked on with Jerry. The Board voted on them at the April 15th meeting and members who were not present on the call were contacted for their vote. The final voting count was a unanimous “Yes”.

Eric will forward the SOPs to the Policy Committee.

3) A2LA Checklist

No comments were received by e-mail.

A motion was made by Gary to approve the checklist. The motion was seconded by Carl. There was no further discussion and the motion was approved. Curtis abstained.

4) SOP DRAFT 4-104: PTPA Evaluation

Eric distributed a DRAFT this morning with his comments. The Board reviewed the recommended changes. The following changes were discussed:

- PTOB – remove throughout the document.
- Section 2. Editorial changes were agreed to.

- Section 4 – Editorial changes were agreed to in the first paragraph. The following paragraph was added:
Added a paragraph: The applicant will submit the application and supporting documentation to the TNI PT Board Chair. One electronic copy and one hard copy of the application and supporting documentation must be submitted. The TNI PT Board Chair will distribute the application and supporting documentation to all TNI PT Board members for review.

- Section 5.1
Added: “the candidate PTOB/PTPA”

When does the 60 day clock start? – added “after the applicant has been notified.”

Applicant has 3 chances to provide information, but the SOP does not state what happens after 3 chances. There was support from the Board to put the evaluation on hold.

- Section 5.4: Eric commented: *Is this consistent with the language in section 5.8 which says the evaluation team “shall” witness the assessment of a PTP? If requirements are different for initial and renewal assessments, I would recommend we further clarify this section and/or section 5.8.*

For an initial assessment it should be required. Carl and Curtis commented that this might not be possible if they don’t have any providers to audit because they don’t currently accredit providers. If they do have a provider to accredit ... the team would include this in the assessment.

Second paragraph in 5.8 states the process is the same, but Eric pointed out that the process is not the same. The observation is required in the renewal. The language needs to be changed to make this clear.

- Section 6:
Second paragraph. What is purpose of this sentence? It appears to be informational. Curtis commented that the paragraph should probably be taken out. Eric agreed and no one objected.

Demonstrate knowledge? Carl did not have the SOP in front of him, so he could not comment. He will review and comment by e-mail.

- Section 7:
How will records be maintained? The original language seemed to imply that the evaluation team maintained the records. The records are transferred to TNI when the recommendation goes in. Ilona will check with Alfredo to see if there is specific wording the Policy Committee would like to see regarding records retention.

Something about dispute resolution needs to be added to the SOP. Ilona forwarded NEFAP's DRAFT SOP for disputes. The PT Board will need to develop a Dispute SOP for the PT Program.

- Section 8: Update Volume 4 standard reference.
- Attachment 1 - Application:
Are two date lines needed? Eric suggested removing the first date line.

Need to add Field to the Application

- Attachment 2 – Checklist:

Eric added Yes/No and added some prompts for some additional information. This formatting can be added to the rest of the checklist.

General Instructions – addition made. A “should” changed to a “requirement”. Is objective evidence needed for “Yes” responses? Curtis commented that this is fairly standard. Gary noted that he did not do this in the past. “Evaluation team may elect to cite ...” Eric will make changes to the language ...

Gary commented that the biggest problem he had with the checklist was whether you can evaluate the statement? Are you evaluating the PTPA in what they are doing or what they are evaluating? Sometimes you are looking at what the PTPA is required to do and sometimes you are looking at what the PTPA is requiring of PT providers. You need to ensure that procedures are in place and then confirm that the procedures are being followed.

Carl commented that he tried to transcribe the standard language into questions. Gary made a few edits. There are a few more edits Eric recommended.

Everyone should take a look at the comments sent out this morning and provide additional comments via e-mail. Eric will attempt to incorporate the updates discussed into the SOP.

4. PTPA Assessments

- ACLASS has been contacted. They were not concerned about any possible conflicts of interest. Amy and Carl are waiting for the completion of the SOP and checklist before they get started.
- A2LA Assessment Team –

Eric will be on the assessment team. He needs one more Board member. Carl doesn't mind helping if it is OK to be on both assessment teams. This topic will be brought up at the next meeting and finalized. Eric encouraged everyone to consider being a part of the team.

- Gary may have a conflict of interest with participating in either of the PTPA assessments.

5. NPW table

Eric asked if Board members have had an opportunity to review the information distributed regarding the NPW FoPT table. Eric forwarded pdf files and Ilona made sure all Chemistry FoPT Subcommittee meeting minutes were posted on the website. The information needed for the review was in the January 19th minutes. Carl's cover letter included information about why the analytes were added to the accreditation table.

Carl encouraged the group to approve them. The only compound he has some hesitation on is Tetryl. The Limit Update SOP takes 10 different items into consideration when establishing limits. It is not a perfect world when you get to some of the problem analytes.

Steve looked at the data. He stated that he was not comfortable with all the information provided. More discussion is needed. This will be the priority agenda item at the next meeting. There will be an analyte by analyte discussion.

Steve needs to think about it a little more. His impression is that we are trying to shoe horn them onto the table. The NELAP Board does not want things to be added unless there is substantial reason for adding them. He also had some concerns on concentration limits. Carl noted that the subcommittee tried to implement some consistencies in concentration ranges within chemical classes. Steve had some concerns at the lower levels.

6. TNI Conference in August

Eric is looking for ideas for the meeting. The PT Board will meet on Wednesday, 3:30-5pm.

7. New Items

- None.

8. Open Action Items

See Attachment B.

9. Next Meeting

The next meeting of the PT Board will be Thursday, June 17, 2010, at 1:00pm EST.

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

The meeting was adjourned at 2:33 EST. (Motion: Curtis Second: Carl Unanimously approved.)

Attachment A

Participants TNI Proficiency Testing Board

Members	Affiliation	Contact Information
Eric Smith, Chair (2009) Present	TestAmerica	615-726-0177 x1238 eric.smith@testamericainc.com
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 Present	Accutest Laboratories – Southeast Division	407-425-6700 svetlani@accutest.com
Michella Karapondo Present	USEPA	513-569-7141 karapondo.michella@epa.gov
Carl Kircher Present	Florida DOH	904-791-1574 carl_kircher@doh.state.fl.us
Stacie Metzler Absent	HRSD	757-460-4217 smetzler@hrsd.com
Matt Sica Absent	State of Maine	207-287-1929 matthew.sica@maine.gov
Curtis Wood Present	Environmental Resource Associates	303-431-8454 cwood@eraqc.com

Attachment B

Action Items – TNI PT Board

	Action Item	Who	Expected Completion	Actual Completion
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.
97	Make a recommendation to address evaluation of “less than” (<) reporting. Distribute to Board for consideration.	Carl	2/18/10	Next call’s agenda. New item for May.
102	Highlight analytes that are listed more than one time in FoPT tables.	Curtis	6/15/10	NPW Table We want this before we submit this to the NELAP Board.
114	Review SOW to see if an update is needed to provide data from the database.	Randy	5-20-10	Per section 2.7 they need written permission from the PT Providers. Send language to Eric.
122	Forward PT Board SOPs to the Policy Committee.	Eric	6/17/10	
123	Update SOP 4-104 and distribute to Board Members for review.	Eric	6/3/10	

Attachment C

Backburner / Reminders – TNI PT Board

	Item	Meeting Reference	Comments
6	DW Table Micro Total Coliform Rule Request	10/15/09	9 out of 10 vs. 10 out of 10
7	Add the Field PT Subcommittee to the limit update SOP during its next update.	3/4/10	