TNI PT Program Executive Committee
Meeting Summary

January 18, 2018

1. Roll call and approval of minutes:

   Chair, Maria Friedman, called the TNI PT Program Executive Committee (PTPEC) meeting to order by teleconference on January 18, 2018, at 1:01 pm Eastern. Attendance is recorded in Attachment A – there were 12 members present. Associate Members present: Nicole Cairns, Craig Huff, Jason Poore (A2LA), Reggie Morgan, Greg Savitske (EPA's DMR-QA Coordinator – left at 2pm) and Shawn Kassner (1:20pm).

   Maria confirmed everyone received the agenda and supporting documents sent this morning, January 18, 2018.

   Maria reviewed the December minutes with the committee. Andy motioned to approve the December 21, 2017 minutes with the additions to the Chemistry FoPT Subcommittee report (add Bob and Keith's last name and clarify what the comparison data is). Scott seconded the motion and it was unanimously approved.

2. Chair Update

   - Maria thanked Susan Jackson and Nicole Cairns for their service the last 6 years. She welcomed Andy and Carl back to the committee.

   - The data requested to address the complaint has been received from all the PT Providers that had data. William didn't have to do any manual processing. The complaint subcommittee (Nicole, Susan, Andy) has been notified. Andy will be downloading the data so they can complete their review and prepare a recommendation.

   - The PTPEC presentation for next Tuesday's meeting in Albuquerque is being prepared. Maria has contacted subcommittee chairs for more information.

3. Chair and Vice-Chair

   There are two candidates for Vice-Chair: Dixie and Andy. Andy recommended that the committee consider Dixie for this position.

   There is one candidate for Chair: Maria.

Gil made a motion that Maria continue as chair of the PTPEC. The motion was seconded by Dixie and unanimously approved.

Andy made a motion that Dixie be Vice-Chair of the PTPEC. The motion was seconded by Fred and unanimously approved.

4. Format of FoPT Tables

When finalizing the recent updates to the NPW and SCM tables, Eric noted that there was inconsistent color formatting of the tables that needed to be looked at. Maria shared these documents on Webex and sent copies by email.

Eric's comments regarding formatting:

I don't have an issue with the concept, but would request a review of another couple formatting items before a vote on the tables attached to this email. I refer to the top of the table where it references different color coding and categories of color, which are used to highlight changes for table users.

1) Based on the color coding in both tables, the new footnote language should be magenta, not light blue.

2) If we are generating updates to both tables at once, we should consider updating the color coding categories currently listed. I don't see a lot of colors in the table, so maybe some categories listed are no longer relevant/necessary? Perhaps we at a point where the color categories listed could be made consistent again between these two tables.

3) One table has the TNI logo at the top left, and the other doesn't.

4) One table has a "comment" column listed at the top right. I'm not sure what that's for.

Regarding comment 1, Maria pulled up the NPW table to look at the footnote. The changed footnote language will be changed to magenta.

Regarding Comment 2, Maria proposed the following:

Maria's proposal:

Here is a summary of the color code definitions presently in the Tables:

SCM Table Color Categories:
Red = Previous Experimental Analytes/Footnotes

Blue = New Analyte/Footnote
Magenta = Changes

NPW Table Color Categories:
Green= Revision 1
Blue = New Analyte
Magenta = Changes
Red = Revision 2

DW Table Color Categories:
Red = Previous Experimental Analytes
Blue = New Analyte/Header/Footnote
Magenta = Changes

Protozoa Table Color Categories:
Red = Previous Experimental Analytes
Blue = New Analyte/Header/Footnote
Magenta = Changes

Radiochemistry Table Color Categories:
None

WETT Table Color Categories:
None

Eric proposed dropping the red highlights for Experimental Analytes and only using the Blue and Magenta colors. This should be consistent in all tables moving forward. The NPW table also has a green and red highlights described above and these should also be deleted.

Andy would like to see track changes left in when the FoPT table is given to the NELAP AC for review. Maria noted that she describes what changes were made and makes it clear if something is deleted. Maria noted that a cross out version and a description of the changes are given to the NELAP AC to facilitate their review. The final copy of the table that is posted does not have the cross-outs. PT Providers and PTPAs will also receive a copy of the explanation of changes.

There was agreement to only use the blue and magenta highlights on all tables as they are updated. The NPW and SCM tables will be updated with the new color coding and any other tables with other color highlights will be updated when that table is revised in the normal course of business. There was agreement on behalf of the committee.

Nicole asked if an analyte is deleted, would the deletion be in magenta with a strike through? This should be done when an analyte or entire footnote is removed. Eric thought another option would be to highlight it in red. Another option is to add a table with changes when an FoPT table is updated, or create a separate tab in the Excel version of

the Tables. The separate tab will be saved as a PDF and, together with the Excel version, will be posted on the TNI website.

Ilona asked if these types of requirements could be added to the FoPT table formatting

Regarding Comment 3, without the logo, we don't have the authority to post the tables. This is a 2009 TNI Standard requirement according to Andy. The logo will be added to any tables that do not have the logo.

Regarding Comment 4, the comment column will be deleted on the NPW table.

A motion was made by Fred to:
- remove all colored highlights other than the blue and magenta highlights,
- update all tables as they are updated during the normal course of business (will be included in the NPW and SCM tables going to the NELAP AC this month),
- summarize changes to the table in a separate tab in the Excel spreadsheet
- add the logo to each FoPT table immediately if it is missing, and
- delete the comment column in the NPW table (before going to NELAP AC).

The motion was seconded by Gil and unanimously approved.

5. Subcommittee Update

Chemistry FoPT Subcommittee – The subcommittee believes their work is currently complete. They are still waiting for input from Keith McCroan and Bob Shannon to decide how to move forward on the Radiochemistry FoPT Table update.

SOP Subcommittee – The committee will be meeting tomorrow. SOP 102 changes will be incorporated into the SOP comments from Policy. They will begin looking at the PTP Evaluation SOP. SOP 4-101 and 4-107 will be combined. SOP 4-105 has been sent to the Policy Committee. Policy reviewed it and will get comments back to PTPEC.

FoPT Table Format Subcommittee –
Craig is meeting with Rami in Alburqueque to finalize the issues in the WETT FoPT Table.

The committee wants to finalize all the updated FoPT tables at one time.

Microbiology FoPT Subcommittee – Jennifer Best (Chair) was not available for a report.

6. New Business.

- Maria is working on the presentation for the New Mexico meeting and will send it out to everyone for review prior to the next meeting.

7. Action Items

The action items can be found in Attachment B. Updates are added as notes in the table.

8. Next Meeting

The next meeting will be on 1/23/18 in Albuquerque, New Mexico.

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

Maria adjourned the meeting at 2:11pm Eastern. (Motion to adjourn – Fred   Second – Gil. Unanimous.)

Attachment A

Participants
TNI
Proficiency Testing Program Executive Committee

Members	Rep	Affiliation	Contact Information
Maria Friedman (2020) **Present**	AB	California Water Board	Maria.Friedman@waterboards.ca.gov
Ilona Taunton, Program Administrator **Present**		TNI	tauntoni@msn.com
Eric Smith (2019) **Present**	Lab	ALS Environmental	eric.smith@alsglobal.com
Carl Kircher (2021*) **Present**	AB	Florida Department of Health	Carl.Kircher@flhealth.gov
Andy Valkenburg (2021*) **Present**	LAB	Energy Laboratories	avalkenburg@energylab.com
Jennifer Duhon (2019*) **Present**	Other	Millipore Sigma	jennifer.duhon@sial.com
Matt Sica (2020) **Absent**	AB	ANAB, ANSI-ASQ National Accreditation Board	msica@anab.org
Dixie Marlin (2018*) **Present**	Other	Marlin Quality Management, LLC	marlinquality@gmail.com
Gil Dichter (2018*) **Present**	Other	IDEXX Water	gil-dichter@idexx.com
Patrick Garrity (2019*) **Present**	AB	Kentucky DEP	patrick.garrity@ky.gov
Michella Karapondo (2019*) **Present**	Other	USEPA	karapondo.michella@epa.gov
Fred Anderson (2020*) **Present**	Other	Advanced Analytical Solutions, LLC	Fred@advancedqc.com
Jennifer Mullins (2020*) **Present**	Lab	Upper Occoquan Service Authority	jennifer.mulllins@uosa.org
Scott Haas (2020*) **Present – left at 2pm**	FSMO	Environmental Testing, Inc.	shaas@etilab.com

Attachment B

Action Items – TNI PT Executive Committee

	Action Item	Who	Date Added	Expected Completion	Actual Completion
257	Email to SOP Subcommittee regarding clarification on how limit updates due to issues should be addressed.	Maria		12/12/14	Maria prepared it, but is waiting for a chair for this subcommittee. 4/20/17: Ilona will look back in minutes to find the original issue and send to Maria.
295	Moved from Backburner: PTPA Evaluation Checklist needs to be updated prior to next round of evaluations. (Originally discussed 8/6/13)	Shawn Ilona		New Date: 3/31/18	In Progress (will use 2009 TNI Standards and current SSAS Standards)
349	Review LAMS/FoPT Table Differences document. Provide comments by email and next meeting.	ALL	4/20/17	4/25/17	In Progress WET is still being reviewed.
352	Moved from Backburner (originally discussed 2/20/14) : When new limits are established for the FoPTs, what is considered to be a statistically significant change to the old rates? At what point is it appropriate to question new limits? This lends to the TSS discussion a few months ago. Patrick commented that it would make sense to look at changes to pass/fail rates 6 months after new limits are	All	2/20/14	TBD (see #350) *350: Prepare formal request to SOP Subcommittee regarding updating FoPT tables and applicable backburner items just moved to the Action Items table (#352,*	In Progress – Update of SOP 4-101

	Action Item	Who	Date Added	Expected Completion	Actual Completion
	effective. This possible addition to procedures should be evaluated when updating the limit acceptance SOP.			*353)*	
353	Discuss possible procedural changes to how limits are updated. Maria talk to SOP Subcommittee. (Need to look at PT database implications.)	All		TBD	In Progress – Update of SOP 4-101
358	Send request to SOP subcommittee to consider what happens when ARA's are rescinded. There is no formal process.	Maria	6-29-17	7/19/17	Maria will resend to Gil and this item will be closed.
361	Analyte Code changes needed in LAMS. (TKN)	Maria Dan Hickman	7/20/17	9/30/17	Still need to look into TKN issue.
363	Discuss procedural change in how changes are made to LAMS. Consider notifying PTPEC before relevant changes are made and provide a summary of changes at some frequency.			1/31/17	Will talk to IT about getting this in an SOP. 12/21/17: Maria will follow-up on this.
368	Forward Jerry's question to Chemistry FoPT Subcommittee. (Analyte code change for the non-polar extractable materials.)	Maria	8/24/17	9/1/17	Maria will resend to Carl.
373	Carl will notify the PTPEC when Bob and Keith complete their comparison table to the Radiochemistry FoPT work the Chemistry FoPT Subcommittee has already prepared.	Carl	12-21-17	3-31-18	
374	Committee membership vote	Maria	12/21/17	1/17/18	Complete

	Action Item	Who	Date Added	Expected Completion	Actual Completion
	by email.				
375	Prepare Annual Report from PTPEC and distribute to Committee members for review and discussion at next meeting.	Maria	12/21/17	1/11/18	To be completed 1/18/18 and sent to Jerry.
376	Add logo to FoPT tables if it is missing.	Maria	1/18/18	TBD	
377	Update NPW and SCM table with formatting agreements discussed 1/18/18. Send to NELAP AC.	Maria	1/18/18	TBD	

Attachment C

Backburner / Reminders – TNI PT Executive Committee

	Item	Meeting Reference	Comments
7	Add the Field PT Subcommittee to the limit update SOP during its next update.	3/4/10	In Progress
11	Evaluate how labs are accredited for analytes that co-elute.	5-19-11	
13	Charter needs to be updated in November.	Ongoing 2017	
18	Shawn noted that PTPEC should have some specific measurements. This should be passed along to the PTP SOP Subcommittee. Nicole noted that we need to determine which items to measure.	6-29-17	