

TNI PT Program Executive Committee Meeting Summary

January 23, 2020

1. Roll call, approval of minutes and overview:

Chair, Maria Friedman, called the TNI PT Program Executive Committee (PTPEC) meeting to order at 1pm Eastern on January 23, 2020 by teleconference. Attendance is recorded in Attachment A – there were 11 members present. Associate Members and guests present: Nicole Cairns, Reggie Morgan, Tim Miller, Rob Knake, Prasanth R. and Jennifer Best (added at 2pm Eastern).

The December meeting minutes were distributed by email for review. A motion was made by Fred to accept the December 19, 2019 minutes with the following updates: 6 members were present (Shawn attended), “no” instead of “not”, DW and NPW – not NPW and SCM, and Eric added into the call at 1:15pm Eastern. The motion was seconded by Shawn. The vote will be completed by email or at the next meeting. (Votes: For – Fred, Scott, Carl, Maria, Shawn).

Maria confirmed that meeting participants received the agenda and supporting materials sent January 21, 2020.

2. Chair Update

- Maria is still trying to reach Rami, so there is no update on WET.
- Maria received feedback from the NELAP AC on the new Microbiology analytes for MPN-Multiple Tube and MPN-Multiple Well. There are about 600 labs that are part of the automatic email with FoPT table updates. Lynn Bradley had written to Maria that the NELAP AC does not think that what PTPEC normally does in rolling out new FoPT tables is sufficient. PTPEC is following its procedures for notification (Section 12, SOP 4-107).

Carl is concerned that labs will not know how to properly report the data. Maria asked Tim Miller what their instructions will look like. He commented that it is up to the lab to report the proper data. You can do multiple methods on the same PT. Same samples for MPN.

Each PT Provider will deal with this as they see fit. Mike Blades will be using a separate order number. It's up to the PT Provider to figure out the best way to do this.

Maria asked if anything additional needs to be done by the PTPEC. The response was a resounding “no” from the Committee.

- There was a WET meeting in California. Laura Phillips had questions. Carl offered to talk to Laura. Rami wants to be part of this discussion too. Maria will set up the call with Rami, Carl and Laura.
- Need to elect a new Chair during the February meeting. Committee membership will be handled through email. Ilona sent an email out this morning with resumes and committee balance information. Maria will be rotating off, but she is happy to help as an associate member or as a vice-chair. This will be discussed in Newport Beach.
- Who will be in Newport Beach? Fred, Michelle, Shawn, Carl (maybe), Nicole, Reggie, Stacie, Prasanth, Tim Miller, Andy. (5 Committee members)
- Maria is working on the presentation for Newport. She will send it out for comment.

3. SOPs

Maria will send voting information for SOPs to Ilona for inclusion in the minutes.

(Addition: Maria provided the following voting information by email on 2/18/20: Here are the votes received by e-mail for SOPs 4-102 and 4-105. The final clean copies of both SOPs are also attached. Note that the date/approvals block on the cover pages are different - please replace/update as needed to whatever is the current format. Thank you.

SOP 4-102:

Motion by Eric Smith on 1-9-2020, Second by Jennifer Bordwell on 1-9-2020

Voted Yes on 1-9-2020:

*Fred Anderson
Jennifer Bordwell
Jennifer Duhon
Rachel Ellis
Maria Friedman
Patrick Garrity
Shawn Kassner
Carl Kircher
Dixie Marlin
Eric Smith*

Voted No: None

Abstained: None

Not Voting: Scott Haas, Michella Karapondo, Matt Sica, Andy Valkenburg

SOP 4-105:

Motion by Eric Smith on 1-13-2020, Second by Shawn Kassner on 1-13-2020

Voted Yes on 1-13-2020:

Shawn Kassner

Eric Smith

Andy Valkenburg

Voted Yes on 1-14-2020:

Fred Anderson

Jennifer Bordwell

Jennifer Duhon

Rachel Ellis

Maria Friedman

Patrick Garrity

Dixie Marlin

Matt Sica

Voted No: None

Abstained: None

Not Voting: Scott Haas, Michella Karapondo, Carl Kircher

SOP 4-102 and SOP 4-105 were approved by email and can be forwarded to the Policy Committee after formatting and dates are checked.)

SOP 4-108

Maria displayed the SOP on Webex. Eric sent some additional changes by email on 1/9/20:

- Just a reminder that on December 6th, I sent you and Ilona the following bit of information for PTPEC consideration.

“In today’s TNI Policy Committee meeting, they were reviewing LASEC’s Conflict of Interest SOP. In section 5.3, they want the onus to be on the individual committee member to declare a conflict of interest at time of voting rather than the Chair have to ask each time.

So to address this, the Policy Committee wants the first sentence of 5.3 of the LASEC’s SOP to be changed from “The Chair will ask individual committee members to declare potential.....” To “Committee members shall declare potential.....”

So the PTPEC should also make this additional change to the draft SOP above when it reviews and votes on it.”

- Strike out the beginning – instead: Committee members shall declare potential, perceived or actual conflicts of interest ...

A motion was made by Eric to approve the SOP sent on 1-21-20 with the change to section 5.3 discussed above. Fred seconded the motion.

Roll call vote:

Dixie – For

Eric - For

Andy – For

Carl – For

Patrick – For

Michella – For

Fred – For

Shawn – For

Maria – For

Jennifer B – For

The motion was approved. Maria will send the updated SOP to Ilona and she will prepare it for Policy review.

SOP 4-107 FoPT Table Management

Eric noted that changes were based on Policy Committee comments. Ilona noted that Excel files can be saved on DMS – see Section 11. Eric noted that in the Oct 11th meeting minutes – after further review in Section 11 – the Subcommittee decided not to add any language about DMS. The best place to add the DMS information would be in SOP 1-104.

Eric reviewed Policy’s comments/requests verses the SOP being reviewed today.

- Section 5: No change made to Column Headings bullet. All columns are needed. A CAS# will not be entered if it is not available ... but the column is required.
- Section 6.1: No change made. Clear enough as it is and no additional clarification made.
- Section 7: Edits made to Section 7. First bullet changed. Removed term problematic analytes.
- Section 9.3: Edits made to address. Added regulatory authority to last sentence.
- Section 11: No changes made. Agreed that SOP 1-104 should address this. Ilona noted that they can be put in DMS. Our SOP may need some updating after SOP 1-104 is updated.

Maria had a comment on the second paragraph of Section 9.2. Shawn commented that PTPEC sets an effective date and notifies the program of the date. Further discussion is needed. Maria and Ilona shared information discussed during the Strategic planning meeting. PT is its own Program and make its own decisions.

Eric made a motion to accept SOP 4-107 with the amended changes in Section 9.2 The motion was seconded by Shawn.

Roll call vote:

Dixie – For

Eric - For

Andy – For

Carl – For

Patrick – For

Michella – For

Fred – For

Shawn – For

Maria – For

Jennifer B – For

The motion was approved. Maria will send the updated SOP to Ilona and she will prepare it for Policy review. Ilona commented that the new wording should work, but the NELAP AC would still contact PTPEC to work with them if any changes are needed ... as we would work with any stakeholder.

4. FoPT Tables

NPW table is pending on the PCB decision. Eric sent a message with concerns that was included in the December minutes.

Nicole suggested sending the table now and not wait for PCB resolution. The DW and NPW table should be approved without the PCB resolution.

Maria will clean-up the two tables and send them to the Committee for an email vote.

5. Subcommittee Reports

Breakdown Analyte Subcommittee: Andy noted that they haven't met in quite some time. They should have the data from William soon. There were concerns expressed during their last meeting regarding how providers process the data.

Andy sent an email to Maria about concerns that need to be addressed for them to move forward. The Subcommittee got a revised report and they are still concerned the data is not provided consistently.

Andy will send an email about the revised report. *(Addition: Andy sent the following email on 2/3/20:*

Maria,

You requested notes regarding the PT data base regarding degradation concerns. This is a summary of our notes from Degradation Subcommittee Meeting on Oct 22, 2019, attending were Mike, Tim, Nichole, and Myself.

Any input you have would be appreciated.

Our committee looked at the two different data sets provided by William. In the first data set received we requested additional information to include more fields of information which was to include the number of participants and # of data points taken.

A second set of data for NPW Water and Soils were provided. Our group reviewed both October 21, 2019, but we only really reviewed the soils data in detail. Our review summary is included in excel file attached and with some of my initial interpretation comments. (See attached). This data set included the number of participants, # of data points. Each committee member managed their file similarly to determine any data trends but also differently. For this file, data is sorted by group with data sets having zero's on top of file. If you filter for the analyte you can readily see all analyte data for that specific analyte.

Bottom Line we would've required numerous assumptions in order to interpret this data as presented and could not evaluate if DDT degradation products for DDT, as DDE or DDD; or if the Endrin breakdown products of Endrin Aldehyde or Endrin Ketone have scoring or performance problems when the parent compound is not spiked.

Numerous concerns of the database files provided were observed.

- 1. Number of Participants versus # of Data Points versus # of Failures was not clear between the PT providers to determine an actual % failure rate. A failure rate was calculated based on # of participants. Standardization of how this is reported by PT providers would be helpful.*
- a. Problem - Laboratories will report the same analytical result using different referenced methods to meet some Reporting requirements. Other laboratories will report different methods with differing analytical results so # of failures to number of results is not reliable.*
- 2. How PT providers review and score data differs. Non-Detects in some more recent studies include an assigned Less than value, others don't. Some less than values when given are above the analyte assigned PTRL and above expected degradation rate by method.*
- a. When less than values are used, average and standard deviation values are not available to evaluate % breakdown relevant to parent analyte. Average and standard deviation values are wild in some cases.*
- 3. Some data sets include Endrin and DDT and their decomposition products, other data sets only include Endrin or DDT and their decomposition products.*

4. *Most data sets with a decomposition analyte not present but with parent compound spiked with nominal “zero” value assigned and often have a high failure rate?? But data set with zero’s were often less than 10 datapoints. Failure rate calculated is based on number of data points.)*

PT Program SOP Subcommittee: Eric reported that the Subcommittee is in a holding pattern and is waiting for direction from the PTPEC.

Shawn and Maria still need to work on the list of SOPs needed because requirements were taken out of Volume 4 of the Standard. Eric needs this list so the Subcommittee can get started on the SOPs. Ilona questioned whether there will be anything in these SOPs that will need to be added to the PTPA evaluation checklist. Nicole confirmed that there shouldn’t be anything that will affect the PTPA checklists. Shawn will provide an update at the Newport Beach meeting.

Microbiology FoPT Subcommittee: Jennifer would like to discuss next steps in Newport Beach with Maria. She wants to know if anything is missing.

Chemistry FoPT Subcommittee: No update.

6. New Business.

Ilona noted that Radiochemistry may have a similar PT issues as what we just went through with Microbiology. They will provide the information as they put the details together.

7. Action Items

The action items can be found in Attachment B.

8. Next Meeting

The next meeting will be in Newport Beach, CA on February 4, 2020 at 3:30pm Pacific.

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

The meeting was adjourned at 2:45pm Eastern (Motion – Shawn Second – Fred Unanimously approved.)

**Attachment A
Participants
TNI**

Proficiency Testing Program Executive Committee

Members	Rep	Affiliation	Contact Information
Maria Friedman (2020) (Chair) Present	AB	California Water Board	Maria.Friedman@waterboards.ca.gov
Dixie Marlin (2021) (Vice-Chair) Present	Other	Marlin Quality Management, LLC	marlinquality@gmail.com
Ilona Taunton, Program Administrator Present		TNI	tauntoni@msn.com
Eric Smith (2020) Present – 1:15pm	Lab	ALS Environmental	eric.smith@alsglobal.com
Carl Kircher (2021*) Present (left at 2:30pm)	AB	Florida Department of Health	Carl.Kircher@flhealth.gov
Andy Valkenburg (2021*) Present	LAB	Energy Laboratories	avalkenburg@energylab.com
Jennifer Duhon (2022) Absent	Other	Millipore Sigma	jennifer.duhon@sial.com
Matt Sica (2020) Absent	AB	ANAB, ANSI-ASQ National Accreditation Board	msica@anab.org
Patrick Garrity (2022) Present	AB	Kentucky DEP	patrick.garrity@ky.gov
Michella Karapondo (2022) Present	Other	USEPA	karapondo.michella@epa.gov
Fred Anderson (2020*) Present	Other	Advanced Analytical Solutions, LLC	Fred@advancedqc.com
Jennifer Bordwell (2020*) Present	Lab	Upper Occoquan Service Authority	jennifer.bordwell@uosa.org
Scott Haas (2020*) Absent	FSMO	Environmental Testing, Inc.	shaas@etilab.com
Rachel Ellis (2022*) Absent	AB	New Jersey DEP	rachel.ellis@dep.nj.gov
Shawn Kassner (2023*) Present	Lab	Pace	shawn.kassner@pacelabs.com

Attachment B

Action Items – TNI PT Executive Committee

	Action Item	Who	Date Added	Expected Completion	Actual Completion
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: 5/31/19	In Progress (will use 2016 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 2/28/18 – For WET? June 2018 for all tables. New target date: 4/30/19	In Progress WET is still being reviewed. Update 1/23/18: Subcommittee expects to have updated FoPT tables with CAS #'s and LAMS changes by 3/15/18. 2/22/19: Still in progress. 6/21/18: Still working with Rami. 3/21/19: Stacie asked if the group should be working on this while ELAB is working through this.
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	All	2/20/14	TBD (see #350) <i>350: Prepare formal request to SOP Subcommittee regarding</i>	In Progress – Update of SOP 4-101 6/21/18: Gil noted that this SOP will be worked on again at the next meeting. An

	Action Item	Who	Date Added	Expected Completion	Actual Completion
	<p>appropriate to question new limits? This lends to the TSS discussion a few months ago.</p> <p>Patrick commented that it would make sense to look at changes to pass/fail rates 6 months after new limits are effective. This possible addition to procedures should be evaluated when updating the limit acceptance SOP.</p>			<i>updating FoPT tables and applicable backburner items just moved to the Action Items table (#352, 353)</i>	expected completion date will be given at July meeting.
361	Analyte Code changes needed in LAMS. (TKN)	Maria Dan Hickman	7/20/17	9/30/17	Still need to look into TKN issue. 2/22/18 – Maria will confirm. 10/18/18: Maria still needs to confirm. She just got something.
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. 3/20/18: Maria will check this week. 6/21/18 – still being worked on. 2/28/19 – Maria will follow-up.
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. 6/21/18 – Maria will send to Ilona. 10/18/18: Maria will send Dan’s new info.

	Action Item	Who	Date Added	Expected Completion	Actual Completion
					11/15/18 – Ilona received the info and needs to review it. (April PTPEC meeting.)
384	Meet with Dan Hickman to get Analyte Codes and then prepare final DRAFT of Micro DW and WW tables. Send to Jennifer for review.	Maria	4/19/18	5/15/18	Still in Progress
389	Present recommended LAMS updates to Dan Hickman.	Maria	5/17/18	5/20/18	FoPT format subcommittee provided recommendations.
397	Discuss Vol 3 and 4 implementation with NELAP AC.	Maria	10/18/18	11/15/18	In progress.
400	Follow-up on subcommittee reports from WET and the FoPT Table Format Subcommittee.	Maria	11/15/18	12/18/18	In Progress – combine with 349.
410	Review SOPs 4-102 and 7-101 to make sure there are no conflicts in the appeals process.	Eric	2/28/19	TBD	In Progress
412	Maria will talk to Craig about holding off on more work on the WET FoPT Table until ELAB provides guidance.	Maria	3/21/19	4/17/19	
415	Send formal request to Chemistry FoPT Subcommittee to work on footnote issue raised by Shawn regarding Footnotes 5 and 6.	Maria	3/21/19	4/17/19	Complete, but will resend to Carl.

	Action Item	Who	Date Added	Expected Completion	Actual Completion
417	Discuss ARA data issue with the NELAP AC.	Maria	4/18/19	5/16/19	Pending
418	Discuss Analyte Code issue with Bill from New Hampshire.	Maria	4/18/19	5/16/19	
419	Prepare list of items needed in SOPs to accomplish Volume 3 and 4.	Maria, Shawn	5/16/19	TBD	
420	Let Jerry know about possible EPA issue with FoPT tables.	Ilona	5/16/19	6/19/19	
421	Send message to Committee to review information on data points vs participants and provide comment by email.	Maria	6/20/19	6/27/19	
422	Send Isomer ARA data to Carl so Chem FoPT Subcommittee can begin work on this.	Maria	6/20/19	7/17/19	
423	Prepare DRAFT equivalency letter to compare 2009 and 2016 to post on website for PT Provider customers.	Maria	7-18-19	TBD	
424	Complete vote on SOP 4-102.	Maria/Ilona	7-18-19	8-7-19	
425	Vote on SOP 4-107 by email.	Maria/Ilona	7-18-19	8-7-19	
426	Get total number of accredited labs from Jerry.	Ilona	8-7-19	9/18/19	

	Action Item	Who	Date Added	Expected Completion	Actual Completion
427	Prepare DRAFT of Worksheet 11 for September meeting review.	Maria	8-7-19	9/16/19	
428	Send Worksheet 11 out for final committee review.	Maria	9-19-19	9/27/19	
429	PT Provider Memo – send comments to Maria and ideas for updated language.	All	9-19-19	9/26/19	
430	Review FoPT Tables and website to be consistent with website.	TBD	10/31/19	TBD	
431	Discuss with IT Committee the need for LAMS updates to be communicated to the PTPEC.	Maria	10/31/19	11/20/19	
432	DW FoPT Table – Lines 17-26 need to be reviewed with LAMS Administrator. PTPEC is going to use what was originally in the table instead of what is currently in LAMS.	Maria	10/31/19	11/20/19	
433	Send final version of SOPs 4-102, 4-105, 4-107 and 4-108 to Ilona for finalization and distribution to the Policy Committee.	Maria	1/23/20	2/19/20	

	Action Item	Who	Date Added	Expected Completion	Actual Completion
434	Prepare final voting copy of DW and NPW FoPT tables and send to Committee for email vote.	Maria	1/23/20	2/19/20	

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 reviewed/updated in November.	Ongoing	
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	