

TNI PT Program Executive Committee Meeting Summary

January 24, 2019

1. Roll call, approval of minutes and overview:

Vice-Chair, Dixie, called the TNI PT Program Executive Committee (PTPEC) meeting to order at 1:10pm Eastern by teleconference. Attendance is recorded in Attachment A – there were 9 members present. Associate members present: Nicole Cairns, Jason Poore, Keith Ward (Phenova), Tim Miller and Mike Blades.

Maria joined the meeting and proceeded to chair the call. She confirmed that everyone received the material she sent for the meeting.

A motion was made by Fred to accept the minutes from the 12/20/18 meeting as written. The motion was seconded by Dixie. Vote: 8 – For 0 – Against 1- Abstain Carl couldn't review the minutes. The motion passed.

2. Updates

- There will be a face-to-face meeting in Milwaukee next Tuesday. The main agenda item will be a discussion about implementation of Volume 3 and 4. People planning to attend: Maria, Fred, Matt, Dixie, Andy, Jennifer Duhon, Nicole and maybe Carl. There will be no phone provided for this meeting.
- Maria sent the updated DW FoPT Table to William for posting and it is now posted on the TNI website.

3. Role of Chair and Vice-Chair

Maria is willing to continue as Chair of the PTPEC. A motion was made by Eric to elect Maria as Chair for another year. The motion was seconded by Fred and unanimously approved.

Dixie has decided to step out of the Vice-Chair role in 2019. If you have interest in this role and are willing to possibly serve as Chair in 2020 – please talk to Maria or Ilona.

4. MPN ARA

Maria updated the DW and NPW FoPT tables for the microbiology changes. She has not received the analyte codes yet. She will send it as is to the NELAP AC. Maria will then talk to the PT providers after the NELAP AC approves the tables in order to determine an implementation date.

Maria prepared a change log for each of the tables too.

Keith asked about the EPA codes on the NPW table – they were a drag and drop. He said they should be 233 (Total Coliform) -MF and 235 (Fecal Coliform)- MF. 234 is Total Coliform –MPN The MPN for Fecal is 236. The table is fine the way it is. DW is fine too.

A motion was made by Fred to accept the DW and NPW tables as presented in the email on 1-23-19 . The motion was seconded by Scott.

Fred – For
Jennifer Duhon – For
Scott – For
Carl – For
Dixie – For
Jennifer M – For
Eric – For
Andy – For
Maria - For

The motion passed and Maria will forward the table to the NELAP AC for review and approval.

5. Implementation of Volume 3 and 4 of the PT Standard

Maria shared the DRAFT letter that Jerry is suggesting that the PTPEC send to the NELAP AC (Ilona forwarded it by email to committee members on the call).

Maria commented that the goal of the letter is to move implementation forward. Ilona noted that the Chair of the TNI Board wants to be sure that any time frames we recommend for implementation are dates we can definitely hit.

Keith Ward thinks a June time frame is possible. Jennifer Duhon would need to check with her organization.

This topic will be further discussed in Milwaukee.

6. Subcommittee Reports

Chemistry FoPT Subcommittee – Carl has done some FoPT limit calculations and has sent emails to the subcommittee. The next meeting will be March 12, 2019. Michella will be invited. The review of the Radiochemistry proposal is the committee's first order of business, but the committee members should also be reviewing the Limit SOP that Eric sent out for review.

SOP Subcommittee – Eric is working on SOP 4-107. They made it through all the Policy Committee comments and they are making good progress. The goal will be to have a DRAFT SOP for the PTPEC to review in April.

FoPT Table Format Subcommittee – Maria is still planning a meeting with Craig and Rami. She is hoping to catch them in Milwaukee.

Microbiology FoPT Subcommittee – See update in Section 4.

7. Membership

The meeting was closed for general business and associate members exited the call.

Eric's membership date needs to be corrected so he won't be rotating off the committee until next January.

Jennifer Duhon, Patrick and Michella are all eligible for a second term.

A motion was made by Fred to extend committee membership another rotation for Jennifer Duhon, Patrick and Michella. The motion was seconded by Andy and unanimously approved.

New membership – Rachel Ellis – NJ (AB)

A motion was made by Fred to add Rachel Ellis to the Committee. Jennifer Mullins seconded the motion and it was unanimously approved. Maria will send a note to the Chair of the TNI Board along with Rachel's resume to confirm her membership.

8. New Business.

- None

9. Action Items

The action items can be found in Attachment B. The action items will be reviewed at the next meeting.

10. Next Meeting

The next meeting will be on 1/29/19, Tuesday, at 1pm Central in Milwaukee.

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

Maria adjourned the meeting at 2:01pm Eastern. (Motion: Fred Second: Scott 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 (2018*) (Vice-Chair) Present	Other	Marlin Quality Management, LLC	marlinquality@gmail.com
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
Patrick Garrity (2019*) Present	AB	Kentucky DEP	patrick.garrity@ky.gov
Michella Karapondo (2019*) Absent	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.mullins@uosa.org
Scott Haas (2020*) Present	FSMO	Environmental Testing, Inc.	shaas@etilab.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: 8/31/18	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 2/28/18 – For WET? June 2018 for all tables. New target date: 7/15/18	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.
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	All	2/20/14	TBD (see #350) <i>350: Prepare formal request to SOP Subcommittee regarding updating FoPT tables and applicable backburner items just</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 expected completion date will be given at July meeting.

	Action Item	Who	Date Added	Expected Completion	Actual Completion
	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.			<i>moved to the Action Items table (#352, 353)</i>	
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 Maria will send a copy to close this item. 10/18/18: Maria will resend to Eric and Ilona.
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. 3/15/18: Still in progress. 10/18/18: Resend to Eric to close out.
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			1/31/17	Will talk to IT about getting this in an SOP.

	Action Item	Who	Date Added	Expected Completion	Actual Completion
	PTPEC before relevant changes are made and provide a summary of changes at some frequency.				12/21/17: Maria will follow-up on this. 3/20/18: Maria will check this week. 6/21/18 – still being worked on.
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. 11/15/18 – Ilona received the info and needs to review it.
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	In Progress
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
385	Send Micro DW and WW tables to PTPEC for review and vote at next meeting.	Maria	4/19/18	5/15/18	Still in Progress

	Action Item	Who	Date Added	Expected Completion	Actual Completion
389	Present recommended LAMS updates to Dan Hickman.	Maria	5/17/18	5/20/18	Agenda item for November.
395	Let Shawn Kassner and Ilona know whether to use 2009 or 2016 Standard for combined evaluation checklist.	PTPEC	9/20/18	10/31/18	
396	Jennifer to talk to Keith Ward and Maria regarding FoPT tables. She will also look at completing a new vote on the Microbiology FoPT table in it final form.	Jennifer Best Keith Ward Maria	10/18/18	11/15/18	In Progress
397	Discuss Vol 3 and 4 implementation with NELAP AC.	Maria	10/18/18	11/15/18	In progress.
398	Pull previous discussions on DBT breakdown and send to committee.	Ilona	11/15/18	12/18/18	
399	Discuss 2016 Standard Implementation options with NELAP AC.	Jerry Parr	11/15/18	12/18/18	
400	Follow-up on subcommittee reports from WET and the FoPT Table Format Subcommittee.	Maria	11/15/18	12/18/18	
401	Send DW table to William for posting.	Maria	12-20-18	1/16/19	
402	Update Microbiology FoPT Table with MPN additions and send to Committee for final review.	Maria	12-20-18	1/16/19	

	Action Item	Who	Date Added	Expected Completion	Actual Completion
403	Work on new committee membership for next meeting discussion.	Maria/Ilona	12-20-18	1/16/19	
404	Prepare slides for Annual Presentation.	Maria/Ilona	12-20-19	1/21/19 – Due to Jerry Parr.	
405	Forward MPN tables for DW and NPW to the NELAP AC.	Maria	1/24/19	2/21/19	
406	Forward Rachel's Resume to Chair of TNI Board and request confirmation.	Maria	1/24/19	2/21/19	

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	