

TNI PT Program Executive Committee Meeting Summary

October 21, 2021

1. Roll call, approval of minutes and overview:

Chair, Shawn Kassner, called the TNI PT Program Executive Committee (PTPEC) meeting to order at 1pm EDT on October 21, 2021 by teleconference. Attendance is recorded in Attachment A – there were eight (8) members present. Associate members present: Amy DeMarco, Craig Huff, Tim Miller, and Tom Dziedzic.

Shawn asked for confirmation that everyone received the agenda and meeting information.

Shawn distributed the June and August meeting minutes for review and displayed them on Webex. In Section 5 under comments in the August minutes, it should be “PTs” instead of “PTS”.

A motion was made Andy to approve the August 11, 2021 minutes with the change above and the June minutes as written. The motion was seconded by Sennett and unanimously approved.

2. Chair Update

- The Radiochemistry FOPT table has not been sent to the NELAP AC yet. Shawn wants to complete SOP 4-107 first.

3. Charter

The Charter was updated during the August meeting. The Committee looked at the updates and made additional changes to make sure the Success Measures were not just action items. Ilona provided language for an additional Objective that is being added to all Charters regarding preparation of an annual report. The updated Charter can be found in Attachment C.

A motion was made by Prasanth to approve the Charter in Attachment C. The motion was seconded by Patrick Selig and the Charter was unanimously approved.

4. Radiochemistry Uncertainties

Shawn has been involved in a number of emails regarding a conflict between Volume 1 and Volume 3 of the TNI Laboratory Standard. PT Providers are saying they have no way to report uncertainties in Volume 3. Volume 1 says that it must be done. There will be a subcommittee set-up to look at this. Is there value added? How do we evaluate it?

5. New Business.

None

6. Action Items

The action items can be found in Attachment D (new format). Attachment B includes a list of reminders.

7. Next Meeting

The next meeting will be on November 18, 2021 at 1pm Eastern. A Webex invitation will be sent the morning of the meeting date. *(Addition: The Committee did not meet in November. The next meeting was scheduled for December 16, 2021.)*

Shawn adjourned the meeting at 2:32pm EDT.

Attachment A
Participants
TNI
Proficiency Testing Program Executive Committee

Members	Rep	Affiliation	Contact Information
Shawn Kassner (2023*) (Chair) Present	Lab	Pace	shawn.kassner@pacelabs.com
Ilona Taunton, Program Administrator Present		TNI	tauntoni@msn.com
Carl Kircher (2024) Absent	AB	Florida Department of Health	Carl.Kircher@flhealth.gov
Andy Valkenburg (2024) Present	Other	QASE Inc.	cvalkenbur@aol.com
Jennifer Duhon (2022) Present	Other	Millipore Sigma	jennifer.duhon@sial.com
Patrick Garrity (2022) Absent	AB	Kentucky DEP	patrick.garrity@ky.gov
Michella Karapondo (2022) Absent	Other	USEPA	karapondo.michella@epa.gov
Fred Anderson (2023) Absent	Other	Advanced Analytical Solutions, LLC	Fred@advancedqc.com
Jennifer Bordwell (2023) Present	Lab	Upper Occoquan Service Authority	jennifer.bordwell@uosa.org
Scott Haas (2023) Absent	FSMO/ LAB	Environmental Testing, Inc.	shaas@etilab.com
Rachel Ellis (2022*) Present	AB	New Jersey DEP	rachel.ellis@dep.nj.gov
Patrick Selig (2024*) Present	AB	ANAB	pselig@anab.org
Sennett Kim (2024*) Present	AB	A2LA	skim@a2la.org
Prasanth (2024*) Present	AB	ISA	pramakrishnan@iasonline.org

Attachment B

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	See meeting reference for details.
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	To be added to 2021 goals.

Proficiency Testing Program Executive Committee Charter

October 21, 2021

Mission

The purpose of the Proficiency Testing Program Executive Committee (PTPEC) is to establish and maintain certain elements of a national PT Program to support TNI's Accreditation Programs and other TNI activities. Those elements include:

1. Fields of Proficiency Testing (FoPT), consisting of analytes, concentrations, matrices, and acceptance limits, that are appropriate for the scope of environmental monitoring performed in the United States.
2. A listing of PT Provider Accreditors (PTPAs) that are TNI recognized.
3. A listing of organizations that are accredited by TNI recognized PTPAs as competent to provide PT samples to laboratories.

Composition of the Committee

1. There are at least 5 and not more than 15 voting committee members.
2. The voting membership of the committee must represent a balance of stakeholder groups.
3. For purposes of balance, stakeholders are arranged into three groups:
 - o Laboratory or Field Sampling Measurement Organization (FSMO)
 - o Accrediting Body(ies) (AB)
 - o Other
4. There are no at-large members.
5. Unlimited associate members are allowed.

Objectives

1. Implement all policies and procedures necessary for the operation and continual improvement of a national PT Program, including FoPTs for various matrices and accreditation programs.

Success Measures:

- FoPT tables are implemented by applicable programs.
- Three (3) or less deficiencies are observed during TNI's internal audit process.
- PTPA reports are presented annually.
- Participation of laboratories is trended by proficiency testing program, by state, overall to establish a baseline for further tracking of program/state/overall involvement in the TNI PT program. Note: Keep in mind the sensitivity of the information.

2. Participate in the PTPA recognition process per SOP 7-101 TNI Accreditation Body Evaluation and Recognition Procedure used by the PT Program Executive Committee and NEFAP Executive Committee.

Success Measures:

- Completed development of evaluation checklists for TNI Volume 4 General Requirements for an Accreditor of Environmental Proficiency Test Providers for use in the evaluation process of PTPAs.

- Inclusion of PTPEC membership (all types) on recognition and evaluation teams as appropriate.
3. Ensure that FoPTs are created, maintained, and updated to support TNI environmental laboratory accreditation and are appropriate for their intended use.

Success Measures:

- Analyte Request Applications are processed per the current FoPT table management SOP.
 - FoPTs are reviewed and updated per the current SOPs on FoPT table management and development of FoPT criteria for various matrices and programs.
 - PTPA reports are evaluated to review the performance of analytes based on a statistical analysis of PTP summary data.
4. Ensure the effectiveness of the PT Provider accreditation and oversight program.

Success Measures:

- No issues in PTPA annual reports with respect to
 - PTP complaints; complaints are resolved, or no complaints reported.
 - PTP accreditations; assessments are completed. New and continued accreditations offered to PTPs.
 - Criteria are developed for analytes reported in the PTPA annual reports that may trigger a FoPT Subcommittee review.
5. Outreach to non-TNI ABs to improve their understanding and promote their involvement in the PTPEC.

Success Measures

- Increased involvement of non-TNI ABs and regulatory programs (RCRA, Haz Waste, etc.) through education and involvement recruitment on the value of the FoPT tables and the need for their involvement.
 - Recruitment of existing non-TNI AB members to aid in increasing participation.
6. Prepare and deliver an Annual Report for the previous year and Work Plan for the coming year for the annual meeting or when requested by the Executive Director.

Success Measures:

Activities and progress provided within the Annual Report and Work Plan design and any subsequent revisions are approved by the TNI Board.

Available Resources

- TNI staff support is provided for the committee.
- Committee and Associate member volunteers, including volunteers for PTPA evaluations.
- ABs pay for the travel costs incurred during PTPA evaluations.
- Virtual conference call and meeting services are used for committee meetings and calls.
- Website support is provided by the TNI Webmaster.
- TNI conferences and scheduling.

Anticipated Meeting Schedule

- Teleconferences: Minimum of one per month; regular schedule of calls to be published on the TNI website.
- In person meetings occur during semi-annual TNI conferences where audience participation is encouraged.
- Special meetings are scheduled as needed to handle urgent business.

Approved by the TNI Board of Directors on xx, xx, 20xx

Attachment D: PTPEC Committee Action Item Summary – 2021

Item	Task Description	Document Number	TNI Contact	Task Added	Start Date	Due Date	Complete Date	Comments
295	PTPA Checklist needs to be updated to 2016 Standard.		Ilona		TBD	April 2021		2/17/21: Ilona has a DRAFT for SASS. Shawn and Ilona need to develop PTPA's from 2016 Standard. 5/20/21: Ilona sent Shawn a DRAFT PTPA checklist.
349	FoPT Table Subcommittee: - Review LAMS table vs FoPT table. - WET FoPT table format needs to be finalized.			4/20/17	4/20/17			2/17/21: Changes have been corrected for all tables except WET. The WET FoPT subcommittee will take this on as part of the development of the new table. The review of LAMS was completed.
368	Forward Jerry's question to Chemistry FoPT Subcommittee. (Analyte code change for the non-polar extractable materials.)			8/24/17	8/24/17			2/17/21: SMK to discuss this issue with the PTPEC as to the impact and process of database changes. 2/18/21: Shawn had communication with Jerry and Dan. HEM and HEM-Silica Gel changes made to FoPT table.
431	Discuss with IT Committee the need for LAMS updates to be communicated to the PTPEC.			10/31/19				2/17/21: Shawn to discuss with Mei Beth and Jerry.
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.			10/31/19				2/17/21: Shawn will follow-up with Dan to complete.

Item	Task Description	Document Number	TNI Contact	Task Added	Start Date	Due Date	Complete Date	Comments
437	Reach out to Sennet Kim and ANAB to confirm there is still an issue related to SCM FoPT table metals footnotes for fixed limits.			3/26/20	3/26/20			2/17/21: On-going Shawn working with William to access data.
445	Send PCB survey to Ilona so she can arrange to have it sent out.		Shawn Ilona	6/18/20	6/18/20			9-17-20: Shawn is working on this and will get to Ilona when complete.
454	Form WET FoPT Subcommittee		Shawn	2/18/21				2/18/21: Shawn will ask Rami for membership recommendations. 3/18/21: Shawn to talk to Rami about chairing Subcommittee.
455	Update SOP 4-107: FoPT Table Management	SOP 4-107	PTP SOP Subcommittee	2/19/21				2/18/21: Need procedures to make non-ARA changes to the table? 3/16/21: Received initial Policy Committee comments to review.
456	Update SOP 4-101: Recommendation, Evaluation, and Calculation of Acceptance Criteria and Applicable Concentration Ranges for Proficiency Tests	SOP 4-101	PTP SOP Subcommittee	2/18/21	2/18/21			2/18/21: Combined workgroup established to complete SOP. 3/18/21: workgroup met and SOP Subcommittee will send final DRAFT to Chemistry FOPT Subcommittee for examples.
457	FoPT table updates sent by email	- DW FoPT - NPW FoPT - SCM FoPT - DW Rad FoPT		2/18/21	2/18/21		5/31/21	2/18/21: Shawn will check-in with PTPAs, NELAP AC, and PT Providers about implementation timing so PTPEC can set an effective date. 5/31/21: FoPT tables posted on the TNI website.
458	Improve communication with non-TNI AB stakeholders.			2/18/21				

Item	Task Description	Document Number	TNI Contact	Task Added	Start Date	Due Date	Complete Date	Comments
459	ARA: PFAS on DW table		Chemistry FoPT Subcommittee	12/1/20				12/1/20: ARA sent to Chemistry FoPT Subcommittee 2/18/21: Shawn has requested data. Subcommittee will start working on this after data is received. 5/21/21: Data has been received. There may not be enough. Need to determine next steps.
460	Develop PT Program metrics			2/18/21	5/21/21			
461	Finish update to Radiochemistry FoPT Table	- DW Rad FoPT		2/18/21				2/18/21: Table submitted to PTPEC. PTPEC waiting for SOP 4-101 to be complete before reviewing table.
462	Feasibility: Radiochemistry Uncertainty to PT Evaluations			2/18/21				
463	Feasibility: Technology Based PTs			2/18/21				
464	Feasibility: Add Prep Methods on FoPT tables			2/18/21				
465	Feasibility: Air and Emissions PTs			2/18/21				
466	Meet with SSAS Expert Committee to better define PTPEC's.							Does PTPEC vote on tables as they get updated? 6/21/21: Discussed on 6/17/21 with Committee. Meet with Jerry on 6/21/21. PTPEC no longer provides administration or maintenance for SSAS. Need to update PTPEC definition. Still works with audit sample provider accreditors.
467	Update Charter			4/22/21	5/21/21			10/21/21: Charter completed and sent to Policy for review.

