

## **TNI PT Executive Committee Meeting Summary**

**October 25, 2012**

### 1) Roll call and approval of minutes:

Chair, Stacie Metzler, called the TNI PT Executive Committee (PTP EC) meeting to order on October 25, 2012, at 1:00PM EST. Attendance is recorded in Attachment A – there were 6 Executive Committee members present. Associate members on the call included: Carol Smith (SC) , Rob Knake (A2LA). Randy Querry (A2LA), Jeff Lowry (Phenova) , and Bill Hirt (ACCLASS).

#### Approval of Minutes:

The September 27, 2012 minutes were reviewed. A motion was made by Joe to accept the minutes and seconded by Patrick. They were unanimously approved and will be posted on the website.

### 2) SOP Subcommittee – Complaint SOP (4-102)

Stacie sent a copy of the SOP to the committee for review.

#### Discussion:

Corrected SOP number to read “4-102” and corrected typo in the numerical designator section.

#### Section 1:

- A question was raised about section 1.1.1.2. It was not clear what it meant. There was agreement to remove: “made by the PTPEC’s evaluation team”.
- If a PTPA had an issue with something that occurred during the evaluation, the issue would be raised using this process.
- 1.1.1.3: change to “approval decision made by the PTPEC.”

#### Section 2:

- Add TNI “Board” Executive Committee
- Shorten the first sentence. Delete everything after “PTPEC”.

#### Section 3:

None

#### Section 4:

- Deleted definition for “DENY”
- Delete definition for “REVOKE”
- PTPA Recognition: Change “authorized” to “approved”. Also change wording to PTPA Approval instead of PTPA Recognition.
- TNI PT Program: Change to TNI PTP Executive Committee.
- Will add definition of PT Program- will refer for Standard and SOPs for concise definition.
- Add definition for PTP EC.
- Ilona took a look at the Evaluation SOP. There is some confusion in the text as to how the PTP EC and TNI Board interact in approving a PTPA. The team agreed that the PTP EC approves the PTPA, but they notify the TNI Board to ensure the PTPA is recognized. There are also some terminology issues between assessment and evaluation. This SOP needs to be reviewed and updated.

### 3) PTPA Assessment

The assessment at A2LA went well and the use of a webinar made it possible to do a thorough review of their PTPA database.

A report will be completed and distributed to members of the EC that do not have a conflict of interest. This will be reviewed when the report is ready to distribute.

### 4) PT Expert Committee Update

Nicole stated that the PT Expert Committee was still in the process of completing the revisions to the WDS and there was still a lot of work to do. Numerous comments were received and the committee is still working their way through them.

Nicole brought two questions from the PT Expert Committee for comment:

1) Is the PTPEC the correct committee to address unresolved complaints between labs, PTPs, and/or PTPAs? Based on the PTPEC’s recent revisions to their complaint SOP, now with a much narrower scope, the PTPEC is not the committee to address these complaints. Issues between a lab and a PT Provider need to be resolved using the PT Provider’s complaint or appeal process. Nicole will bring this information back to the PT Expert Committee for consideration in their re-write of the WDS.

2) Has an old complaint regarding incorrect scoring of a PT by a PTP been resolved? Nicole provided what little background she knew on the topic. At some point, an AB discovered that a PTP had incorrectly scored a PT result. The AB contacted the PTP, who refused to change the score. The PTPA was then contacted, and it has remained unclear as to whether the issue was resolved. According to conversations during the 2012 TNI meeting in Washington, DC, the issue had not been resolved and situations like this are continuing to occur. The reason the Expert Committee is interested in this topic is due to language that currently exists in V2M2 of the standard, which allows an AB to overturn a PTP's scoring decision. A comment was received by the PT Expert Committee that this language should be removed and that an AB should follow the proper procedure of contacting the PTP and PTPA to resolve the issue, not change the score themselves. The PTP may have had good reason for the alternate scoring, and by giving the AB the power to overturn the scoring without going through the proper channels could be detrimental to the labs. The reason this language was included was to address the issue as stated above. Stacie commented that the PTPEC has not received any complaints regarding the issue and that no historical records exist of a complaint ever being brought to the PTPEC. A formal complaint must be filed before the PTPEC can act. Nicole will bring this information back to the PT Expert Committee for consideration in their re-write of the WDS.

Andy would like to put this topic on the next meeting agenda, but Stacie commented that no formal complaint was submitted to the PTP EC and the committee should wait to discuss it.

#### 5) Denver Meeting

The committee meeting will be on Monday in Denver.

Everyone should start thinking about the agenda. It will be discussed at the next meeting.

#### 6) New Business

- None

#### 7) Next Meeting

The next meeting of the PTP Executive Committee will be the third Thursday in November.

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

The meeting was adjourned at 2:30pm EST. Motion – Michella. Second – Nicole  
Unanimously approved.

## Attachment A

### Participants

#### TNI

#### Proficiency Testing Program Executive Committee

Members	Affiliation	Contact Information
Stacie Metzler (2009) CHAIR <b>Present</b>	HRSD	757-460-4217 <a href="mailto:smetzler@hrsd.com">smetzler@hrsd.com</a>
Ilna Taunton, Program Administrator <b>Present</b>	TNI	828-712-9242 <a href="mailto:tauntoni@msn.com">tauntoni@msn.com</a>
Eric Smith (2010)  <b>Absent</b>	Independent	615-438-8260 <a href="mailto:eric.smith72@comcast.net">eric.smith72@comcast.net</a>
Justin Brown (2011)  <b>Absent</b>	Environmental Monitoring and Technologies, Inc.	847-875-2271 <a href="mailto:jbrown@emt.com">jbrown@emt.com</a>
Amy Doupe (2009)  <b>Absent</b>	Lancaster Laboratories, Inc.	717-656-2300 x1812 <a href="mailto:aldoupe@lancasterlabs.com">aldoupe@lancasterlabs.com</a>
Steve Gibson (2011)  <b>Present</b>	Texas Comm. on Env. Quality	512-239-1518 <a href="mailto:jgibson@tceq.state.tx.us">jgibson@tceq.state.tx.us</a>
Susan Butts (2012)	South Carolina DHEC	(803)896-0978 <a href="mailto:buttsse@dhec.sc.gov">buttsse@dhec.sc.gov</a>
Patrick Brumfield (2012)  <b>Present</b>	Sigma-Aldrich RTC	(307) 721-5488 <a href="mailto:Pat.Brumfield@sial.com">Pat.Brumfield@sial.com</a>
Michella Karapondo (2011)  <b>Present</b>	USEPA	513-569-7141 <a href="mailto:karapondo.michella@epa.gov">karapondo.michella@epa.gov</a>
Carl Kircher (2010)  <b>Absent</b>	Florida DOH	904-791-1574 <a href="mailto:carl_kircher@doh.state.fl.us">carl_kircher@doh.state.fl.us</a>
Nicole Cairns (2012)  <b>Present</b>	NY State DOH	<a href="mailto:nlc02@health.state.ny.us">nlc02@health.state.ny.us</a>
Joe Pardue (2011)  <b>Present</b>	Pro2Serve, Inc.	423-337-3121 <a href="mailto:joe_pardue@charter.net">joe_pardue@charter.net</a>
Dr. Andy Valkenburg (2011) <b>Present</b>	Energy Laboratories, Inc.	<a href="mailto:avalkenburg@energylab.com">avalkenburg@energylab.com</a> 406-869-6254
Curtis Wood (2010)  <b>Absent</b>	Environmental Resource Associates	303-431-8454 <a href="mailto:cwood@eraqc.com">cwood@eraqc.com</a>

**Attachment B**  
**Action Items – TNI PT Executive Committee**

	<b>Action Item</b>	<b>Who</b>	<b>Expected Completion</b>	<b>Actual Completion</b>
165	Follow-up on need for NEFAP EC approval of the FSMO FoPT Table.	Eric	Next Meeting	Ilona
168	Update FoPT Management SOP, distribute to EC and then distribute to NEFAP EC and NELAP AC for comment.	Eric	Next Meeting Senfd one more timr - DStacie	Received from NELAP AC. Need to follow-up with NEFAP.
185	Send updated DW table with Footnote 15 to NELAP AC for approval.	Stacie	4/1/12	
188	Review SOP 4-101 in preparation for review during the next conference call.	All	Oct/Nov	
189	Review Complaint SOP and May minutes prior to the call in order to provide SOP feedback to the SOP subcommittee.	All	Next Teleconference (Oct)	Complete
193	Update Compliant SOP with last meeting comments and forward to SOP Subcommittee.	Stacie	10-6-12	Complete
194	Forward copies of other SOPs to SOP subcommittee.	Ilona	10-12-12	Complete
195	Make contacts for Micro Subcommittee membership.	Stacie	10-18-12	
196	Prepare final response to Complaint and forward to committee for approval.	Stacie	10-18-12	
197				
198				

**Attachment C**

**Backburner / Reminders – TNI PT Executive Committee**

	<b>Item</b>	<b>Meeting Reference</b>	<b>Comments</b>
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	
8	Implement all policies and procedures necessary for operation and continual improvement of a national PT program – including FoPTs for various matrices, stakeholders and accreditation programs. (Need to update SOPs – including an appeals process) – Complete by 7/1/11.	10/21/10	From 2010 Strategic Plan Review
9	Implement a process to periodically evaluate the effectiveness of the PT provider oversight program and the Fields of Proficiency Testing. Complete by 6/1/11.	10/21/10	From 2010 Strategic Plan Review
11	Evaluate how labs are accredited for analytes that co-elute.	5-19-11	
12			