

**TNI PT Program Executive Committee
Meeting Summary**

November 17, 2016

1. Roll call and approval of minutes:

Chair, Maria Friedman, called the TNI PT Program Executive Committee (PTPEC) meeting to order on November 17, 2016, at 1:05 PM Eastern by teleconference. Attendance is recorded in Attachment A – there were 9 Executive Committee members present. Associate Members Present: Stacie Metzler, Jennifer Best and Carl Kircher.

Maria confirmed that everyone received the meeting information she sent earlier this morning.

The October meeting minutes were reviewed by the committee. A motion was made by Eric to approve the October 20, 2016 minutes as written. The motion was seconded by Dixie and unanimously approved.

2. Updates

There were no further comments on the TPH analyte code issue on the NPW FoPT table. Maria replaced Analyte Code 1935 with 1853 as the code for “non-Polar Extractable Material (TPH)”. The vote was completed by email. A motion was made by Dixie Marlin on 11/7/16 to accept the NPW FoPT table as amended in the email sent by Maria on 11/7/16. The motion was seconded by Andy on 11/7/16.

Votes:

11-7-2016

Andy

Justin

Joe

Gil

11-8-2016

Dixie

Jennifer

Susan

Matt

Nicole

Eric

11-14-2016

Patrick

11-15-2016

Michella

11-16-2016

Maria

The motion passed. Maria will send this table with the SCM table to the NELAP AC.

Maria is still updating the Drinking water table and plans to send it out to the committee prior to the next meeting.

Iлона sent an update that the Lead in Paint FoPT table is no longer being used (see Attachment D). A motion was made by Eric to archive the Lead in Paint FoPT table. Andy seconded the motion and it was unanimously approved.

3. 2016 Standard Review – Volumes 3 and 4

Maria reviewed what the committee has done to review Volumes 3 and 4 of the 2016 Standard. Maria pulled Volume 3 up on Webex to continue the review started in September and October.

Maria used the Summary of Comments to Volume 3 of the Standard to guide the discussion (Attachment E).

The committee reviewed the 14 points included in Attachment E to determine if the comment should be formally passed onto the PT Expert Committee as an implementation concern.

1. OK – Nicole commented that it is already late to add the definition for “PTPEC” at this time. It will have to be added in the next revision.
2. OK
3. OK
4. OK
5. OK
6. OK – will add to PTPEC SOP
7. Nicole will take care of this clerical issue.
8. OK – Stacie noted this is covered in ISO 17043
9. OK – Stacie noted this is covered in ISO 17043
10. OK
11. OK
12. OK
13. OK – will be in PTPA checklist.
14. Nicole will take care of this clerical issue. It will be changed to calendar days.

Nicole will take #7 and #14 back to the PT Expert Committee and the PTPEC will vote after the changes are made to the Standard. Nicole plans to work with the Expert Committee by email and will vote on these changes and will get back to Maria.

Volume 4

Maria received a comment and asked that people send any other comments by the deadline, November 30, 2016. Maria may try to discuss and vote on this by email if appropriate.

4. Subcommittee Report

FoPT Format Subcommittee

Andy reported they are working on a meeting date and are still hoping to finish their work by the end of the year.

Chemistry FoPT Subcommittee

They are now waiting for the Radiochemistry data. Maria sent the request to the PT Providers on 11/16/16.

Matt Sica sent Maria an email asking whether Uranium by 200.8 is considered radiochemistry or chemistry. Maria's original response can be found in Attachment F.

Michella commented that a lab can analyze it by 200.8, but it is regulated as a radionuclide. Their auditors can audit it when they are already auditing 200.8.

SOP Subcommittee

There was no report.

Microbiology FoPT Subcommittee

Jennifer Best noted they are waiting to hear back on whether there is sufficient data. Maria is still working with the PT Providers that have not turned in their data.

5. New Business.

1. Ilona gave the committee a head's up that they will be receiving a DRAFT Internal Audit Checklist that is part of TNI's new Quality Management Plan. The DRAFT needs to be reviewed and updated as needed.

2. Maria noted that she received a new ARA from New Jersey. It relates to Qualitative PCBs and will be reviewed at the next meeting.

6. Action Items

The action items can be found in Attachment B. They were reviewed and notes are included on the table.

7. Next Meeting

The next PTPEC teleconference will be December 15, 2016. Ilona will send out Webex notifications within 24 hours of the meeting time.

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

Maria adjourned the meeting at 2:30pm Eastern. (Motion: Nicole Second: Andy Unanimously approved.)

Attachment A

Participants TNI

Proficiency Testing Program Executive Committee

Members	Affiliation	Contact Information
Maria Friedman (2014) Present	n/a	949-307-0949 gamfriedman@gmail.com
Ilona Taunton, Program Administrator Present	TNI	828-712-9242 tauntoni@msn.com
Eric Smith (2010) Present	ALS Environmental	904-394-4415 eric.smith@alsglobal.com
Justin Brown (2011) Absent	Environmental Monitoring and Technologies, Inc.	847-875-2271 jbrown@emt.com
Susan Jackson (2012) Present (1:20)	South Carolina DHEC	(803)896-0978 jacksosb@dhec.sc.gov
Nicole Cairns (2012) Present (1:20)	NY State DOH	(518) 473-0323 nicole.cairns@health.ny.gov
Joe Pardue (2011) Present	Pro2Serve, Inc.	423-337-3121 joe_pardue@charter.net
Dr. Andy Valkenburg_(2011) Present	Energy Laboratories, Inc.	406-869-6254 avalkenburg@energylab.com
Jennifer Duhon (2019) Absent	Millipore Sigma	307-3897218 jennifer.duhon@sial.com
Matt Sica Absent	ANAB, ANSI-ASQ National Accreditation Board	msica@anab.org
Dixie Marlin (2015) Present	Marlin Quality Management, LLC	513-309-3593 marlinquality@gmail.com
Gil Dichter (2015) Absent	IDEXX Water	207-556-4687 gil-dichter@idexx.com
Patrick Garrity (2019) Present	Kentucky DEP	502-319-4040 patrick.garrity@ky.gov
Michella Karapondo (2019) Present	USEPA	513-569-7141 karapondo.michella@epa.gov

Attachment B

Action Items – TNI PT Executive Committee

	Action Item	Who	Expected Completion	Actual Completion
185	Send updated DW table with Footnote 15 to NELAP AC for approval.	Stacie Maria	4/1/12	Stacie submitted this. Need to confirm approval. Action: Look to see if this got done. 8/20/15: Maria will follow-up.
214	Update Tin, Total Xylene and Total Cyanide on FoPT tables and submit for approval.	Carl Stacie	Next Meeting	In Progress Ilona will look for this stuff. 8/20/15: Maria thinks Cyanide is done, but need to find status on Xylene and Tin. 11/19/15: Ilona reviewed minutes and provided notes to Carl and Maria. 11/17/16: Ilona will forward again.
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.
295	Moved from Backburner: PTPA Evaluation Checklist needs to be updated prior to next round of evaluations. (Originally discussed 8/6/13)	PTPEC	TBD	In Progress Handled as committee business.
310	Coordinate the update of the SCM	Maria	3/24/16	3/24/16:

	Action Item	Who	Expected Completion	Actual Completion
	FoPT table with Carl and send to NELAP AC for approval.			Working through Cyanide issue first. 11/17/16: Cyanide issue addressed and Maria is sending table with other updates this month. COMPLETE
326	Check with Jerry regarding missing PT Provider data. TNI assistance in obtaining this data.	Maria	9/21/16	In progress
327	Update Outline (Att D – 8/25/16) and send to committee.	Maria	9/21/16	Complete (Ilona will confirm by reviewing minutes.)
328	Send out Footnote language for final email vote.	Maria	10/15/16	Vote Completed
330	Add updated footnotes to the DW Table and tag analytes as appropriate.	Maria	11/14/16	11/17/16: Still in progress
331	Prepare data request for Radiochemistry FoPT table update. Send to Carl for review.	Maria	11/14/16	Complete (Send to PT providers on 11/15/16)
332	Send email to committee members and ask them to review the Standards and comment by email.	Maria	10/26/16	Complete
	Lead table Archive			
	NPW and SCM to NELAP AC			

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 2016	This activity has been postponed until new charter procedures are received from TNI.
16	<p>Moved back to Backburner (originally discussed 2/20/14) :</p> <p>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.</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>	2/20/14	
17	Discuss possible procedural changes to how limits are updated. Maria talk to SOP Subcommittee.		Need to look at PT database implications.

Attachment D: Lead in Paint FoPT Table

From: "Goodlow, Toiya" <Goodlow.Toiya@epa.gov>

Date: Thursday, November 10, 2016 at 2:24 PM

To: Ilona Verrips Taunton <ilona.taunton@nelac-institute.org>

Cc: Shawn Kassner <skassner@neptuneinc.org>, "Winchester, Erik" <Winchester.Erik@epa.gov>, Paul Cestone <Cestone.Paul@epa.gov>

Subject: RE: Question about Pb FoPT Table Posted on TNI Website

Good afternoon Ilona,

I am confirming Erik's response below. We do not have any FSMOs recognized by EPA under our National Lead Laboratory Accreditation Program (NLLAP) and are not using the table linked below. Please let me know if you have any further questions.

Thank you,

Toiya M. Goodlow

Associate Chief, Program Assessment and Outreach Branch

National Program Chemicals Division

U.S. Environmental Protection Agency

[\(202\) 566-2305](tel:(202)566-2305)

goodlow.toiya@epa.gov

From: Ilona Taunton [<mailto:ilona.taunton@nelac-institute.org>] **Sent:** Wednesday, November 09, 2016 11:36 AM **To:** Goodlow, Toiya <Goodlow.Toiya@epa.gov> **Subject:** Re: Question about Pb FoPT Table Posted on TNI Website

Toiya,

Thanks for getting back to me. You can find the table by following this link: <http://nelac-institute.org/content/NEPTP/fopt.php>

It is under the "Other FoPTs" tab. It is called Lead in Paint FSMO Fields of

Proficiency Testing (FoPT).

Thanks for you help.

Sincerely,
Ilona Taunton
TNI Program Administrator

From: "Goodlow, Toiya" <Goodlow.Toiya@epa.gov> **Date:** Wednesday, November 9, 2016 at 12:27 PM **To:** Ilona Verrips Taunton <ilona.taunton@nelac-institute.org> **Cc:** Paul Cestone <Cestone.Paul@epa.gov>, "Winchester, Erik" <Winchester.Erik@epa.gov> **Subject:** RE: Question about Pb FoPT Table Posted on TNI Website

Hi Ilona,

Paul Cestone and I are the current contacts for the National Lead Accreditation Program (NLLAP). Could you please forward me the table in question and I can confirm Erik's response. Thank you and I apologize for the delay.

Toiya M. Goodlow
Associate Chief, Program Assessment and Outreach Branch
National Program Chemicals Division
U.S. Environmental Protection Agency
[\(202\) 566-2305](tel:(202)566-2305)
goodlow.toiya@epa.gov

From: Winchester, Erik **Sent:** Thursday, October 27, 2016 4:52 PM **To:** Shawn Kassner <skassner@neptuneinc.org>; Ilona Taunton <ilona.taunton@nelac-institute.org> **Cc:** Cestone, Paul <Cestone.Paul@epa.gov>; Goodlow, Toiya <Goodlow.Toiya@epa.gov> **Subject:** RE: Question about Pb FoPT Table Posted on TNI Website

Hi All-

Terribly sorry for not responding sooner it's crazy busy at EPA with end of year/administration actions. I am no longer part of the lead program but Toiya Goodlow and Paul Cestone cc'd here still are; hopefully one of the can get back to you next week. But bottom line is yes to our knowledge no one is using the FSMO FoPT table.

Regards,
Erik

Attachment E: Summary of Comments to Volume 3 of the Standard

Below are the comments, to date, for Volume 3. The comments highlighted in yellow were previously discussed.

- 1) PTPEC was mentioned in 3.4 of the 2016 version but its definition, when it was called TNI PT Board, was deleted from the 2009 version (section 3.18), instead of just being renamed PTPEC - is it necessary to define what is PTPEC when it is mentioned in the standard or do we agree that it is a familiar term that it does not need to be defined? "PTPA," another familiar term to users of the standard is defined in this volume.
- 2) Section 3.15 - Andy noted that there is a required spike concentration and the PTRL is the lowest accepted concentration for evaluation. PTRL is a reporting limit requirement, but is not necessarily the spike concentration.
- 3) Section 3.18b allows PT Providers to send previously released lots of PT samples for supplemental studies - Dixie noted that this requirement is limited by the use of the term "may" - *ok; no further comments received when discussed during the 9-22-2016 meeting*
- 4) Section 4.2 - Andy asked what happens when there is a new analyte and the accreditation list does not include the new analyte yet. Andy wanted it noted, but is not objecting. Responses from Shawn and Jennifer Duhon, during the 10-20-2016 meeting, indicated that PT Providers have procedures in place to handle such situations - ok with Andy.
- 5) Section 4.6 says PT Providers will submit PT samples that PTPAs can send to referee labs but does not say why - don't know whether it is critical to say why but Shawn explained during the 10-20-2016 meeting that this is a very infrequent occurrence when a referee lab is used - ok; no further comments received when discussed during the 10-20-2016 meeting.
- 6) Section 5.4.1 re. study closing date - make sure there is provision for this requirement in the PTPEC SOPs - ok; Gil acknowledged during the 10-20-2016 meeting.
- 7) The same Note after section 5.4.3.3 is repeated after section 5.4.3.4e - the redundancy does not seem necessary and may be a clerical error.

8) Section 6.2.1 of the 2009 version was removed - why? Shawn said during the 10-20-2016 meeting that the PT Providers are providing concentrates to the labs - ok; no further comments received when discussed during the 10-20-2016 meeting.

9) Section 5.5.3.4.2 needs to have the phrase at the end: "...with the justification for modification(s)." - see same language used in section 5.7.1.2 .

10) Section 5.6.1.5 only talks about the criteria for the acceptance of the calibration verification material - why only the calibration verification, what about the criteria for the calibration material itself? - *last section discussed during the 10-20-2016 meeting but with no clear answer to the question.*

Maria's Comments for Review in November Meeting. Additional comments received by email will be added to this list:

11) Sections 5.6.1.7 and 5.6.1.8 - do these sections mean PT Providers wait to receive lab results to process before the assigned values of the PT samples they made are verified?

12) Sections 5.6.1.7 and 5.6.1.8 a) and b) - do the meanings of unbiased and biased verification methods need be defined - what do these mean - do we take these terms literally - are they clear enough to be understood by users?

13) Section 5.6.3.3b) - how is this requirement accomplished? Does it need to be in the standard or in the PTPA checklist?

14) Section 5.10.1.1 - is it necessary to define whether the reporting date is business or calendar days?