

TNI PT Program Executive Committee Meeting Summary

November 19, 2015

1. Roll call and approval of minutes:

Chair, Maria Friedman, called the TNI PT Program Executive Committee (PTPEC) meeting to order on November 19, 2015, at 1:05PM Eastern by teleconference. Attendance is recorded in Attachment A – there were 6 Executive Committee members present. Associate Members: Michella (EPA), Rob Knake (until 1:30), Shawn Kassner, Carl Kircher. Craig Huff, Patrick Garrity (Certification Officer – Kentucky).

Maria asked that people take a look at the October meeting minutes and provide comments. A motion was made by Gil to accept the October 15, 2015 minutes as distributed and the motion was seconded by Nicole.

Vote:

Nicole - For

Gil - For

Dixie – For

Maria – For

Andy - For

The vote will be completed by email:

Additions:

Susan (email - 11/19/15)

Justin (email – 11/19/15)

Eric (email – 11/19/15)

Joe (email – 11/20/15)

The motion passed and the minutes will be posted to the TNI website.

Maria reviewed the agenda and documents for today's meeting.

2. Chair Update

- Committee Membership: Patrick Brumfield will be completing his term on the PTPEC. Michella will be reapplying for membership and Patrick from Kentucky has already applied. Shawn noted that Patrick has been added to the PT Expert Committee. There is also someone from Virginia who has contacted Maria about applying. Maria will send reminders to everyone about sending in applications.

Patrick Garrity was on the call today, so Maria had him introduce himself.

3. DW FoPT Table

Action Item #253:

Maria reviewed the history of the Vinyl Chloride issue that she sent to the committee:

8-4-2014: TNI Forum meeting. PTPEC discusses DW FoPT Table changes, votes on a few changes to footnotes/headers. Jeff and Nicole disagree on how Footnote 1 applies to regulated analytes. Maria will email Michella to see what EPA's understanding is.

9-18-2014: PTPEC meeting – discussion with Michella. Conclusion: Maria will ask Chemistry FoPT Subcommittee to review the DW FoPT Table and make sure footnotes are consistent with EPA Criteria Document.

10-16-2014: PTPEC meeting – Subcommittee still working on footnote comparison request from 9-18-2014.

11-20-2014: PTPEC meeting – Chemistry FoPT Subcommittee submits report on footnote comparison task. Much discussion about Footnote 1. *"The requirement for Vinyl Chloride to not be "0" is in the regulations and not in the EPA Criteria Document. It states the lab must achieve quantitative results within +/- 40% of the amount in the sample. EPA considers this statement to mean it has to be present. Michella offered to have an EPA attorney look at this and confirm this interpretation."* The committee decided to hold on a final decision about Footnote 1 until Michella gets feedback from the EPA attorney.

Maria would like to resolve this Action item. Michella has not yet gotten a response from the lawyer. They have a new lawyer that she needs to contact for other issues too, so she will have an update at the next meeting.

The table needs to have Footnote 1 addressed and the header notations need to be reviewed.

4. Subcommittee Updates

Chemistry FoPT Subcommittee: Completed all analytes on SCM. The committee also reviewed the medium level volatile organics for Low-Level and Medium-Level cis-13-DCPe and trans-13-DCPe. The subcommittee decided that these analytes needed to be submitted as “new” analytes to the table.

The committee is proofreading the FoPT table before submission to the PTPEC.

WETT FoPT Subcommittee: Maria has not heard anything from Brian (DMR QA) yet. She is also waiting to hear from the NELAP AC on the approval of the table. Carl noted that they did review the table and he believes it was approved. Maria will check with Lynn.

SOP Subcommittee: The subcommittee is reviewing the policy committee comments on SOP 4-106. The Policy Committee may have reviewed the wrong version of the SOP. The subcommittee is now working on SOP 4-107.

Microbiology FoPT Subcommittee: The committee is on hold until December.

FoPT Table Format: The committee has reviewed the new Scope and will begin work soon.

5. Analyte Request Application (ARA)

The application was completed by Carl Kircher and can be seen in Attachment D. Maria also forwarded the ARA SOP so the committee can review and act on the next steps in the application process.

From ARA SOP:

- The ARA and supplied documentation. *The information was received from Carl.*
- Regulatory need: *The application will be forwarded to the NELAP AC. Carl is an AB.*
- Confirmation of AB sponsorship. *OK*
- Confirmation that the applicable Program (NELAP Accreditation Council, NEFAP, etc) will consider the request. *Will need to send to NELAP AC.*
- Availability of historical PT data.

Ilona asked if more data needs to be collected from PT Providers. Carl commented that there is data from at least 3 providers. Another provider does not provide this PT. Shawn commented that the PT Providers should be contacted for data and the normal procedure should be followed. He agrees that Carl may have representative data, but he thinks we need to follow the procedure and contact the providers.

Maria asked about the dates of the studies. Carl used old data and newer data for the mid-level. The low level only has 2010. Midlevel has the old data and more current data.

Andy noted that it would be normal for Carl to send data to show the need and availability of data.

Maria will send a request for more data after receiving confirmation from the NELAP AC to move forward.

- Feasibility of producing a PT for the requested FoPT. *OK*
- Cost impact assessment to ABs, PT Providers and laboratories.
- PT concentration range and initial acceptance criteria. The PTPEC may elect to postpone a review of this information until after the FoPT subcommittee has submitted their recommendation. Step 2 – need to get data from PT Providers. *OK*
- Technical feasibility – this must include one or more method validation study showing that the analyte(s) can be measured throughout the proposed concentration range by at least one published method. *OK*.
- Existence of a NELAC (TNI) Analyte Code. *OK*.

Maria will submit the ARA to the NELAP AC to confirm a regulatory need for these analytes to be added to the tables. Maria noted that this may not be addressed until the end of December due to meeting schedules.

It will be assigned to the Chemistry FoPT Subcommittee depending on the response from the NELAP AC.

6. 2016 Committee Charter

Committee Membership:

Eric needs to renew his membership. Additional details about membership can be found in #2 above.

Ilona asked if there a need to change Matt's representation – is it Other or AB? Is a PTPA is an Accreditation Body? Ilona will discuss this with Jerry and get back to the committee.

Maria asked that everyone continue to look at the charter and provide comments by email. This will be further discussed at the next meeting. Ilona forwarded a copy of the TNI Strategic Plan to each committee and associate member.

See Attachment E for preliminary updates made to the Charter based on today's review.

7. Action Items

The action items were reviewed and notes and updates can be found in Attachment B.

Action Item #249: The PTPAs and PT Providers met today and reached agreement on what needs to go into the database that will be used to capture information for FoPT table updates. William will begin working on this database.

8. New Business

- None

9. Next Meeting

The next PTPEC teleconference will be held on 12/17/15 at 1pm Eastern. The PTPEC meeting in Tulsa, OK will be on Tuesday afternoon, January 26, 2016.

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

Maria adjourned the meeting at 2:20pm Eastern. (Motion to adjourn: Gil Second: Nicole Unanimously approved.)

Attachment A

Participants

TNI

Proficiency Testing Program Executive Committee

Members	Affiliation	Contact Information
Maria Friedman (2014) Present	TestAmerica	949-260-3201 maria.friedman@testamericainc.com
Ilona Taunton, Program Administrator Present	TNI	828-712-9242 tauntoni@msn.com
Eric Smith (2010) Absent	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 Butts (2012) Absent	South Carolina DHEC	(803)896-0978 buttsse@dhec.sc.gov
Patrick Brumfield (2012) Present	Sigma-Aldrich RTC	(307) 721-5488 Pat.Brumfield@sial.com
Nicole Cairns (2012) Present	NY State DOH	(518) 473-0323 nicole.cairns@health.ny.gov
Joe Pardue (2011) Absent	Pro2Serve, Inc.	423-337-3121 joe_pardue@charter.net
Dr. Andy Valkenburg (2011) Present at 1:18	Energy Laboratories, Inc.	406-869-6254 avalkenburg@energylab.com
Ron Houck Absent	PA DEP	rhouch@pa.gov
Matt Sica Absent	ANAB, ANSI-ASQ National Accreditation Board	msica@anab.org
Dixie Marlin (2015) Present	Accutest	513-309-3593 dixiem@accutest.com
Gil Dichter (2015) Present	IDEXX Water	207-556-4687 gil-dichter@idexx.com

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 Ilona – Will follow-up with Stacie and minutes.	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.
233	Review complaint process.	Maria Ilona	5/14/14	In Progress
249	Meet with PTPAs to discuss issues surrounding receiving data for FoPT Limit Updates and complaints. Determine if issue exists and whether subcommittee is needed to address this issue.	Maria	11/13/14	In progress. 11/19/15: A group met to review this today.
251	Follow-up with Rami to provide support to solve footnote issue on WET FoPT Table.	Maria	10/30/14	Still in Progress
253	Check with EPA attorney on requirement that Vinyl Chloride	Michella	12/15/14	In progress. 8/20: Maria

	Action Item	Who	Expected Completion	Actual Completion
	cannot be “0”.			emailed Michella for status update. 9/24: Waiting for response from Michella. 11/19/15: Michella expects an update next month.
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.
264	Update Complaint SOP to reflect Standard requirement that PTPA be contacted.	TBD	TBD	Waiting for input - #233.
269	Prepare DRAFT response to SIRs after meeting with NELAP AC.	Maria	TBD	
271	Provide list of replicates and volumes from WET Subcommittee to PT Providers.	Maria	3/19/15	It gives them information about the methods that PT Provider’s don’t have. 8/20: Jeff asked that this be distributed to the PT Providers. Maria will take care of this.
295	Moved from Backburner: PTPA Evaluation Checklist needs to be updated prior to next round of evaluations. (Originally discussed 8/6/13)	Gil	April 2016	
296	Moved from Backburner: Charter needs to be updated in	All	November 2015	In Progress

	Action Item	Who	Expected Completion	Actual Completion
	November.			
301	Submit ARA to NELAP AC.	Maria	12/1/15	
302	Check in with Jerry on PTPA classification.	Ilona	12/17/15	
303				

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	
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.

Appendix A: TNI Fields of Proficiency Testing FoPT Analyte Request Application (ARA):



TNI Fields of Proficiency Testing (FoPT) Analyte Request Application

SUBMISSION DATE: OCTOBER 30, 2015 ^{Text}
~~DECEMBER 1, 2015~~

SECTION I – REQUESTOR/ORGANIZATION INFORMATION

Requestor: CARL C. KIRCHER, CHAIR, CHEM. FoPT SUB COMMITTEE
Organization: FL DEPT. OF HEALTH
Address: P.O. BOX 210
City: JACKSONVILLE State: FL Zip: 32231
Telephone: 904-791-1574 Facsimile: 904-791-1591
Email: carl.kircher@flhealth.gov

SECTION II – Sponsor (if applicable)

Required for applications submitted by individuals or on behalf of laboratories or Proficiency Testing Providers

Sponsor Accreditation Body: FL DEPT. OF HEALTH (see above)
Official Contact: STEPHEN A. ARMS
Address: _____
City: _____ State: _____ Zip: _____
Telephone: _____ Facsimile: _____
Email: _____

Note here if reference to any additional AB sponsors is being provided.

Additional sponsors? No ☐
Yes ☐ Other Sponsor ABs: _____

FoPT Table Management

If yes, provide contact information on additional AB sponsors as an attachment to the application.

Section III – Analyte Request

Instructions: If requesting addition of a new FoPT table or analyte(s) to an existing FoPT table, please complete section IIIA. If requesting removal of a FoPT table or analyte(s) from an existing FoPT table, please complete section IIIB. Requests for additions and removals cannot be submitted on the same application; separate applications are required.

Section IIIA – Addition of New FoPT Table or Analyte(s)

FoPT table and/or analyte(s) to be added (please specify program and matrix for new FoPT table):

SOLID & CHEMICAL MATERIALS FoPT TABLE: ^{propene} cis-1,3-Dichloropropene and trans-1,3-Dichloropropene at both low-level and medium-level Volatile Organics concentration ranges.

For analyte(s) additions only, FoPT table(s) on which the analyte(s) should be added (if more than one analyte, clearly annotate which analytes to add to which existing FoPT tables):

SOLID & CHEMICAL MATERIALS FoPT TABLE: cis-1,3-Dichloropropene and trans-1,3-Dichloropropene at both low-level and medium-level concentration ranges, under the respective "Volatile Halocarbons" sections of the Table.

Reason(s) for adding the FoPT table and/or analyte(s): The analytes were former Experimental FoPTs. However, at the time of transitioning Experimental FoPTs to accreditation FoPTs, there was sufficient data for low-level concentrations of these analytes but not for the medium-level. So, the decision at that time was not to have these analytes in the SCM FoPT table, rather than force labs to do the low-level PT, no matter what. We have now rounded up enough PT data to justify adding these analytes per the recommendations previously made in the Chemistry FoPT Subcommittee.

Do any TNI approved PT Providers currently offer the analyte(s) in a PT product?

No ☐ Yes ☒ Unknown ☐

If yes, attach a list of PT products currently available (specify each PT Provider, PT Provider's product name, and PT Provider's catalog reference).

VARIOUS

ALL

SCM

~~usually in~~ usually in "Medium-Level Volatile" or "Ready-to-Use Volatiles"

The following documentation must also be provided as attachments to this application when requesting addition of new analyte(s):

- 1) Proposed spiking concentration range and initial acceptance criteria.
- 2) Information on technical feasibility – this must include one or more method validation study showing that the analyte(s) can be measured throughout the proposed concentration range by at least one published method.

	Conc. Range	Acceptance Criteria	PTRL
<u>Volatile Halocarbons (low level)</u>			
cis-1,3-Dichloropropene	20-200 µg/kg	AV ± 40% fixed	12 µg/kg
trans-1,3-Dichloropropene	20-200 µg/kg	AV ± 45% fixed	11 µg/kg
<u>Medium-Level Volatile Halocarbons</u>			
cis-1,3-Dichloropropene	2000-10000 µg/kg	AV ± 40% fixed	1200 µg/kg
TNI trans-1,3-Dichloropropene	2000-10000 µg/kg	AV ± 40% fixed	1200 µg/kg

Page 10 of 11
AV = Assigned Value (gravimetric, verified, made-to-value)

FoPT Table Management

Section IIIB – Removal of FoPT Table or Analyte(s)

N/A

FoPT table and/or analyte(s) to be removed:

For analyte removals only, FoPT table(s) from which the analyte(s) should be removed (if more than one analyte, clearly annotate which analytes to remove from which FoPT tables):

Reason(s) for removing the FoPT table and/or analyte(s):

The following documentation must also be provided as attachments to this application when requesting removal of analyte(s):

- 1) Copies of any supporting documents that were referenced above in the reason(s) provided for removing the analyte(s).

Section IV – Submittal of Application

All applications (including attachments) must be submitted electronically via email to the PT Program Executive Committee Chairperson. No paper copies will be accepted.

Please complete the application and provide the supporting documentation as instructed. Incomplete applications will delay the review process and may be returned to the requestor.

PDF files attached (previously approved low-level data; additional data and results for medium level)

Date ARA Received:	
Date ARA Review Initiated:	
Date ARA Review Completed:	
Date Requestor notified of PTPEC's decision to pursue or dismiss the request:	
If pursued, Date Request submitted to FoPT Subcommittee:	
Date Request Completed:	

*Respectfully submitted,
Carl C. Kircher*

Proficiency Testing Program Executive Committee

2016 Charter

DRAFT – 11/19/15

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:

- 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
- A listing of PT Provider Accreditors (PTPAs) that are TNI approved
- A listing of organizations that are recognized by TNI's approved PTPAs as competent to provide PT samples to laboratories

Strategic Goals and Objectives:

- 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
 - Periodically evaluate the effectiveness of the PT Program and the FoPTs
 - Continually evaluate and establish success measures and goals to target opportunities for improvement
- Implement an oversight program that ensures PT Providers are competent to operate environmental PT programs
 - Receive and evaluate PTPA applications
 - Approve organizations that meet the requirements of the TNI Standards to be designated as PTPAs
- Ensure that FoPTs are appropriate for their intended use
 - Collect and review PT data for the purpose of creating and maintaining FoPT tables for various matrices and programs
- Provide periodic updates on the PTPEC activities and PT Program to the TNI Board of Directors

Success Measures:

- The effective implementation, oversight, and ongoing development of TNI's PT Program in a manner that fosters input from and is accepted by stakeholders
- Timely completion of PTPA accreditation process
- Timely complaint resolution

Goals for 2015:

- Complete update of committee SOPs and incorporate Policy Committee comments to finalize
- Continue development and update of FoPT Tables
- Implement FoPT Management Procedures (SOP 4-107)
- ~~• Continue subcommittee work to tie FoPTs to the appropriate methods and/or technologies~~
- Update PTPA Evaluation Checklist
- Develop and implement a process for evaluating the effectiveness of the PT Program
- Develop a long-term plan for the self-sufficiency of the TNI PT Program not dependent on EPA funding

Historical Key Milestones: Delete entire section

- September 2007: TNI PT Board assumes oversight of the NELAC PT Program
- October 2007: Formed the Microbiology FoPT subcommittee
- February 2008: Formed the Toxicity subcommittee

- June 2008: Formed the Air and Emissions FoPT subcommittee
- September 2008: Formed the Chemistry FoPT subcommittee
- February 2009: Approved the SSAS Table
- September 2009: Voted to adopt Volume 3 and Volume 4 of the 2009 TNI Standard
- March 2010: Formed the Field PT subcommittee
- June 2010: TNI PT Board renamed TNI PT Program Executive Committee
- September 2010: Formed the PT Database subcommittee
- December 2010: Formed the Protozoa FoPT subcommittee
- January 2011: Approved a second PTPA
- February 2011: Removed Experimental FoPTs
- July 2011: Approved Lead in Paint FSMO FoPT Table
- March 2012: Reconstituted the PT Database subcommittee
- July 2012: Formed the SOP Update subcommittee
- February-March 2013: Re-approved PTPAs
- April 2014: Approved Drinking Water Protozoa FoPT Table

Considerations:

- Exploring the need for additional IT services that could be employed to streamline FoPT review and update, as well as compile information for evaluating the effectiveness of the PT Program

Available Resources:

- TNI staff support is provided for the committee and two subcommittees
- Committee and Associate member volunteers, including volunteers for PTPA evaluations
- Freeconference.com service is used for conference calls
- Website support is provided by the TNI Webmaster
- TNI conferences and scheduling
- Travel expenses for PTPA assessments
- Webex service and support for training and other purposes

Anticipated Meeting Schedule:

The PTPEC will conduct most business by monthly teleconferences as scheduled by its members (third Thursday of each month at 1pm ET). Face-to-face meetings occur during semi-annual TNI conferences where audience participation is encouraged. Special meetings are scheduled as needed to handle urgent business.

Committee Membership

Members	Organization	Term Expiration (January)	Representation	Subgroup
Maria Friedman - Chair	TestAmerica	2017*	Lab	
Justin Brown	Environmental Monitoring and Technologies, Inc.	2017	FSMO	
Patrick Brumfield	Sigma-Aldrich RTC	2015*	Other	PT Provider
Susan Butts	South Carolina DHEC	2018	AB	Non-NELAP
Nicole Cairns	NY State DOH	2018	AB	NELAP
Gil Dichter	IDEXX Water	2018*	TBD	
Ron Houck	PA	2017*	AB	NELAP
Michella Karapondo	US EPA	2014	Other	
Stacie Metzler	HRSD	2015*	Lab	
Dixie Marlin	Accutest Laboratories	2018*	Lab	
Joe Pardue	Pro2Serve, Inc.	2017	Other	
Matt Sica	ANSI/ACCLASS	2017*	Other AB	PTPA
Eric Smith	ALS Environmental	2019	Lab	
Andy Valkenburg	Energy Laboratories, Inc.	2017	Lab	

* - Renewable for 3 years.

Balance: **TBD**

- ~~5 Lab or FSMO~~
- ~~4 Other~~
- ~~3 AB~~

Subcommittees:

- Chemistry
- Microbiology
- WET Testing
- SOP
- FoPT Table Format
- ~~PT Database~~

Program Administrator: Ilona Verrips Taunton