

**TNI PT Program Executive Committee
Meeting Summary**

February 20, 2014

1. Roll call and approval of minutes:

Chair, Stacie Metzler, called the TNI PT Program Executive Committee (PTP EC) meeting to order on February 20, 2014, at 1 PM EST by teleconference. Attendance is recorded in Attachment A – there were 9 Executive Committee members present. Associate members on the phone: Maria Friedman, Jeff Lowry, Carl Kircher, Rob Knake.

The meeting minutes from January 16, 2014 were reviewed. A motion was made by Joe and seconded by Justin. The motion was unanimously approved. The Kentucky meeting minutes will be reviewed and approved by email.

Update:

Jennifer made a motion by email to accept the January 27, 2014 meeting minutes. The motion was seconded by Matt and unanimously approved [For – 12 (Michella, Stacie, Matt, Eric, Ron, Nicole, Susan, Andy, Pat, Justin, Jennifer and Joe) Against – 0, Abstain – 0]. The motion passed.

2. Website

The committee reviewed the updated language on the PTP website. The language was updated to correct acronyms and accommodate programs outside of NELAP.

The committee would like to spell out PT Program instead of PTP in all references to the PT Program. Program should also be capitalized.

Additional updates were made to the language and will be forwarded by Ilona to William to update the website.

3. Subcommittee Updates

Chemistry FoPT Subcommittee:

The subcommittee is reviewing SCM FoPTs – medium level volatiles. The subcommittee is also reviewing the data for the analyte application they received. Carl received the additional data they were waiting for and now needs to summarize it.

Stacie and Michella are working through the Cyanide nomenclature issue for the DW table update.

Microbiology FoPT Subcommittee

Susan summarized her report in Kentucky. They will be meeting before the next PTPEC meeting, so an update and recommendation will be provided at the March PTPEC meeting.

Concerns were raised in Kentucky about how PTs are scored in our program. This is beyond the scope of this subcommittee. Laboratory scoring concerns should be raised with the PT providers.

Stacie reminded everyone that it was not clear in Kentucky what was broken to require quantitation of the ranges. Susan noted that she feels the subcommittee is being asked to do something preventive instead of fixing something that is clearly broken. Susan is asking for comments from the PTPEC members and associates.

FoPT Table Subcommittee

Jennifer passed along the scope before the Kentucky meeting. The committee reviewed it and made a few minor adjustments:

TNI PROFICIENCY TESTING PROGRAM EXECUTIVE COMMITTEE (PTPEC) FIELDS OF PROFICIENCY TESTING (FoPT) TABLE SUBCOMMITTEE

Subcommittee Membership: Jennifer Loudon, Chair, Stacie Metzler, Andy Valkenburg, Nicole Cairns, Patrick Brumfield, Rachel Ellis, Shawn Kassner, Stephen Arpie, and Susan Wyatt

The purpose of this subcommittee is to develop a universally accessible template for FoPT tables to bring them more in agreement with the FoPT definitions in the 2009 TNI Standard. This subcommittee has been initiated in response to feedback received by the PTPEC from Accreditation Bodies regarding PT program evaluations.

Evaluating the practicality of the FoPT tables:

FoPT tables are utilized as a matrix dependant analyte list to determine which analytes require PT. There are currently few analytical methods or technologies explicitly listed on the FoPT tables. Utilizing different analytical methods or technologies on the same analyte can yield different results, potentially falling outside the PT study acceptance ranges. The new FoPT table template will document the analytical method or specific technology for which the acceptable ranges were intended.

Defining the analytes listed in the FoPT tables:

The FoPT tables currently state: the name of the analyte to be measured, the corresponding TNI code, and some (not all) analytes have the EPA code noted. This may lead to undue confusion for some analytes with multiple nomenclature possibilities to anyone not familiar with TNI coding. Thus, the new FoPT table template will include additional space for the Chemical Abstracts Service (CAS) Registry numbers to aid in specific chemical identification.

The purpose of this subcommittee is to clarify existing, approved FoPTs, not to define new FoPTs. Additionally, the methods or technologies specified will be those utilized in sample analysis, not sample preparation.

A motion was made by Nicole and seconded by Susan to approve the scope above. Vote: For – 8 Against – 0 Abstain – 1 (Jennifer). The motion passed.

SOP Subcommittee

The subcommittee is currently working on the acceptance limit SOP. The committee will be meeting next week.

PTP Evaluation Program Subcommittee (will be combined into the SOP Subcommittee)

The PT Expert Committee discussed comments received on the working draft standard of Volume 4, which has been updated to be more closely aligned with the applicable ISO standard. Part of this process will involve removing the role of the PTPEC from the standard, and incorporating these items into SOPs for the PTPEC. The SOP Subcommittee of the PTPEC and representatives from the PT Expert Committee will develop these SOPs. Stacie will work with Shawn Kassner, PT Expert Committee Chair, on getting these efforts started before the March PTPEC call.

4. Committee Membership

Maria Friedman has volunteered to take on the chair role for the PTPEC. If the committee will accept her as chair, her membership will be completed. Maria has been chair of SSAS since it's beginning and has done a fantastic job.

Nicole nominated Maria Friedman as the new chair of the PTP EC. The motion was seconded by Justin and it was unanimously approved.

This will go into effect after Maria completes the application online for committee membership and the committee votes regarding her membership by email. Jerry Parr is working on any additional details needed to complete this process.

Additional Note: As per SOP 1-101, a new chair must have served on the committee as a member or associate for one year. Though Maria was not a member of the committee,

she has participated in previous meetings as the Chair of the SSAS. There are no other candidates for Chair position. After discussion and consideration with the TNI Executive Director and Chair of the TNI Board of Directors, it was determined that Maria should take this role and this decision be documented in these minutes.

Update:

Jennifer made a motion to accept Maria's membership application. The motion was seconded by Matt.

The resulting vote:

For – 11 (Michella, Stacie, Matt, Eric, Ron, Nicole, Susan, Andy, Pat, Justin, Jennifer), Against – 0, Abstain – 1 (Joe Purdue. He supports the addition of the new committee member, but is concerned that the membership vote should have taken place prior to the vote for Chair.) The motion passed.)

5. Closed Meeting – Metribuzin Concern

Summary data was provided to committee members.

Conclusion: Stacie will send a request to the Chemistry FoPT Subcommittee for information. Procedures for providing PT Provider data will be examined and a formal request for information will be made.

Additions:

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 changes to pass/fail rates 6 months after new limits are effective. This should possible addition to procedures should be evaluated when updating the limit acceptance SOP.

6. New Business

None.

7. Action Items

- See Attachment B.

8. Next Meeting

The next meeting will be March 20, 2014 at 1pm EST.

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

The meeting was adjourned at 2:23pm EST. Matt motioned Pat second. Unanimously approved.

Attachment A

Participants TNI

Proficiency Testing Program Executive Committee

Members	Affiliation	Contact Information
Stacie Metzler (2009) CHAIR Present	HRSD	757-460-4217 smetzler@hrsd.com
Ilona Taunton, Program Administrator Present	TNI	828-712-9242 tauntoni@msn.com
Eric Smith (2010) VICE-CHAIR Absent	ALS Environmental	904-394-4415 eric.smith@alsglobal.com
Justin Brown (2011) Present	Environmental Monitoring and Technologies, Inc.	847-875-2271 jbrown@emt.com
Susan Butts (2012) Present	South Carolina DHEC	(803)896-0978 buttsse@dhec.sc.gov
Patrick Brumfield (2012) Present	Sigma-Aldrich RTC	(307) 721-5488 Pat.Brumfield@sial.com
Michella Karapondo (2011) Present	USEPA	513-569-7141 karapondo.michella@epa.gov
Jennifer Loudon (2013) Present	Raritan Township Municipal Utilities Authority	(908) 782-7453 x19 JLoudon@rtmua.com
Nicole Cairns (2012) Present	NY State DOH	(518) 473-0323 nlc02@health.state.ny.us
Joe Pardue (2011) Present	Pro2Serve, Inc.	423-337-3121 joe_pardue@charter.net
Dr. Andy Valkenburg (2011) Absent	Energy Laboratories, Inc.	avalkenburg@energylab.com 406-869-6254
Ron Houck Absent	PA DEP	Need Information
Matt Sica Present	ACLASS	Need Information

Attachment B

Action Items – TNI PT Executive Committee

	Action Item	Who	Expected Completion	Actual Completion
165	Follow-up on need for NEFAP EC approval of the FSMO FoPT Table.	Eric	Next Meeting	4/18/13: Ilona – will ask NEFAP EC if they need to approve the Lead table.
185	Send updated DW table with Footnote 15 to NELAP AC for approval.	Stacie	4/1/12	Stacie submitted this. Need to confirm approval.
196	Prepare final response to Complaint and forward to committee for approval.	Stacie	10-18-12	
205	Follow-up on membership candidates.	Stacie	6/19/13	In Progress
208	Work with Dan Hickman on any method code issues regarding Tin and Cyanide issues.	Stacie	8/6/13	
213	Update FoPT Subcommittee lists and give to Ilona for corrections on the website.	Stacie	Next Meeting	
214	Update Tin, Total Xylene and Total Cyanide on FoPT tables and submit for approval.	Carl Stacie	Next Meeting	In Progress
217	Cyanide and Footnote 15 needs to be updated on the DW table. There is a question about analyte code. This needs to be researched and a proposed update made to the PTP EC to complete this action item.	Michella	January Meeting	
221	Update FoPT Table Subcommittee charter/mission for approval in	Jennifer	1/27/14	Complete

	Action Item	Who	Expected Completion	Actual Completion
	Kentucky.			
222	Metribuzin – Request information from Chemistry FoPT Subcommittee and PTPAs.	Stacie	1/27/14	Complete
223	Send website updates to William.	Ilona	3/1/14	
224	Send Metribuzin request to Chem FoPT Subcommittee.	Stacie	2/24/14	
225	Committee membership email vote.	Ilona All	3/1/14	

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	
11	Evaluate how labs are accredited for analytes that co-elute.	5-19-11	
12	PTPA Evaluation Checklist needs to be updated prior to next round of evaluations.	8-6-13	
13	Charter needs to be updated in November.	Ongoing	