

TNI PT Program Executive Committee Meeting Summary

February 28, 2019

1. Roll call, approval of minutes and overview:

Chair, Maria Friedman, called the TNI PT Program Executive Committee (PTPEC) meeting to order at 1pm Eastern on February 28, 2019. Attendance is recorded in Attachment A – there were 7 members present. Associate members in attendance: Reggie, Jason Poore, Nicole Cairns, Stacie Crandall, Craig Huff, Thekkekalathil Chandrasekhar, Keith Ward, Susan Jackson, and Jennifer Best.

Maria confirmed that everyone received the meeting information she sent on 2/26/19.

The meeting minutes for January 24, 2019 and January 29, 2019 were distributed by email. Fred made a motion to accept the 1/24/19 and 2/29/19 meeting minutes as written. The motion was seconded by Eric and unanimously approved.

2. Update

- Maria welcomed the newest committee member to the call – Rachel Ellis. She is an AB and previous member of the PT Expert Committee. Maria will send her resume and committee make-up information to Alfredo (Chair, TNI Board of Directors) to finalize her appointment.
- Maria sent the proposed update to the DW and NPW FoPT tables to the NELAP AC. They will be meeting next week.

3. Implementation of Volume 3 and 4 of the TNI Standard

Maria forwarded the various language options submitted for a footnote that to the PT Provider reports. Matt, Nicole and Shawn provided these options.

2-12-2019 Matt Sica

"This report is scored to the criteria in the TNI V3 2016 standard instead of the criteria in the TNI V3 2009 standard to which 'Name of ptp' is accredited. This is a planned arrangement endorsed by the TNI Proficiency Testing Program Executive Committee for transition to the new standard. 'Name of ptp' is transitioning to TNI V3 2016 upon the expiration of its current certificate, 'Expiration date: XX/XX/XXXX', as part of their regularly scheduled assessment cycle."

2-11-2019 Shawn Kassner

"This report is scored to the criteria in the TNI V3 2016 standard instead of the criteria in the TNI V3 2009 standard to which 'Name of ptp' is accredited. This is a planned deviation endorsed by the TNI Proficiency Testing Program Executive Committee for transition to the new standard. 'Name of ptp' is transitioning to TNI V3 2016 upon the expiration of its current certificate, 'Expiration date: XX/XX/XXXX', as part of their regularly scheduled assessment cycle."

2-1-2019 Matt Sica

"This report is scored by the criteria in the TNI V3 2016 standard instead of by the criteria in the TNI V3 2009 standard to which the PTP is accredited. This is a planned change and is endorsed by the TNI PTPEC for transition to the new standard. 'Name of ptp' is transitioning to tni v3 2016 upon the expiration of its current certificate and scope on 'date'."

2-1-2019 Nicole Cairns

"This report is scored by the criteria in the TNI V3 2016 standard instead of by the criteria in the TNI V3 2009 standard to which the PTP is accredited. This is a planned change and is endorsed by the TNI PTPEC for transition to the new standard."

1-29-2019 Matt Sica

"This report is scored by the criteria to TNI V3 2016 and therefore is a planned deviation to the TNI V3 2009 to which the PTP is accredited. This deviation is endorsed by the TNI PTPEC for transition to the new standard."

Ilona noted she still prefers the shorter footnote that Nicole originally submitted.

Eric noted that Matt originally agreed with Nicole's 2/1/19 suggestion, but then later made two more proposals. Unfortunately, Matt is not on the call and explain why he submitted later footnotes. Eric prefers Nicole's footnote, but is OK with the others.

Ilona reminded the group about Craig's suggestion in Milwaukee to write a blurb on the website about the implementation process once a footnote is agreed to and the NELAP AC agrees with the process. Nicole agrees and also thinks a letter needs to be drafted to the PT Providers and PTPA's. There was general agreement that something is needed for the website and that a letter should be drafted to the PT Providers and PTPAs.

There was general agreement that the Committee preferred Nicole's original proposal, but that PTPEC needs to be spelled out, 2016 Standard needs to be stated instead of new and a link needs to be added to tell people where to find more information about the process on the TNI website. Nicole will make these updates and email the footnote for the group to look at later in the meeting so it can be voted on.

The Committee returned to the footnote discussion at 2:12pm Eastern. Nicole sent the footnote by email:

"This report is scored by the criteria in the TNI V3 2016 standard instead of by the criteria in the TNI V3 2009 standard to which the Proficiency Testing Provider is accredited. This is a planned change (and is endorsed by the TNI Proficiency Testing Program Executive Committee for transition to the TNI V3 2016 standard."

Eric thought the Committee decided to add a reference to the TNI website where more information can be found. This will be added in parentheses after "a planned change".

Eric made a motion to accept the footnote sent by Nicole today and updated with the reference to more information when it becomes available. The motion was seconded by Fred.

Vote:

Maria – For

Eric – For

Andy – For

Michella – For

Fred – For

Jennifer Mullins – For

Scott – For

Rachel – For

The motion was approved.

Maria will send the DRAFT letter sent previously by Jerry with the information about this footnote to the NELAP AC to get their agreement.

4. SOP 4-102

Maria reviewed the history of the work done on this SOP. Maria questioned whether it needs a reference to SOP 7-101 added.

Eric noted that in the body of the SOP the reference to 4-104 was deleted. It was only listed in the related SOP section. Maria thinks it should still have SOP 7-101 in the related SOP section.

Eric noted that Nicole had some reference notes in the document too. Ilona noted that the Subcommittee does still need to look at SOP 7-101 to make sure there aren't any conflicts with SOP 4-102. Ilona will send a final copy of 7-101 to both Eric and Maria when it is finalized this next week.

Eric will review the appeals process and make sure there are no conflicts between the two SOPs.

5. Subcommittee Reports

Chemistry FoPT Subcommittee

The Subcommittee will be meeting March 12th and discussing Radiochemistry FoPT limits. Michella will be joining in too.

PT Program SOP Subcommittee

The Subcommittee did not meet in February. There is a DRAFT of SOP 4-107 that is being reviewed by members. Eric is evaluating items that might belong in SOP 4-101. Eric still thinks the PTPEC will be reviewing SOP 4-107 in May 2019.

The Subcommittee can't really get started on SOP 4-101 again until the Chemistry FoPT Subcommittee has reviewed the previous version. This SOP has been distributed to the Chem FoPT Subcommittee.

Microbiology FoPT Subcommittee

Jennifer Best noted that the tables were approved by the PTPEC and they are now being reviewed by the NELAP AC. Codes are still needed from the IT Committee. Maria will follow-up with Dan Hickman. The implementation date won't be determined until the table is approved by the NELAP AC. This date is determined with input from the PT Providers.

Jennifer will give Maria a call to discuss some miscellaneous items that may turn into a new ARA.

FoPT Table Update Subcommittee

Craig Huff noted that he is hoping to get the WET FoPT table updated after a conference call tomorrow with Rami.

New Subcommittee – Breakdown Analytes Subcommittee

Ilona will send information on the breakdown analytes complaint resolution. The Subcommittee consists of: Susan, Andy, Nicole, Maria, Keith Ward

6. Preliminary Complaint Information

Maria got two letters that may be complaints about TDS. An AC member sent a complaint about how a PT was prepared and the other was a concern sent by a lab. Maria will follow-up with the lab and ask them to send a formal complaint letter if needed. The NELAP AC needs to follow-up with the PT Provider and PTPA before bringing the issue to the PTPEC. She will follow-up on this too.

7. New Business.

- Chandra – Had a concern about calculating FoPT limits that Maria addressed by asking him to bring the concern up at the next Chemistry FoPT Subcommittee meeting.
- Shawn and Nicole commented on a footnote in the FoPT tables that needs to be discussed at the next meeting.

8. Action Items

The action items can be found in Attachment B. The action items were reviewed and the notes are contained in the Action Item table.

9. Next Meeting

The next meeting will be on 3/21/19, Thursday, at 11am Eastern by teleconference.

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

Maria adjourned the meeting at 2:25pm Eastern. (Motion: Scott Second: Fred Unanimously approved.)

Attachment A

Participants

TNI

Proficiency Testing Program Executive Committee

Members	Rep	Affiliation	Contact Information
Maria Friedman (2020) (Chair) Present	AB	California Water Board	Maria.Friedman@waterboards.ca.gov
Dixie Marlin (2018*) (Vice-Chair) Absent	Other	Marlin Quality Management, LLC	marlinquality@gmail.com
Ilona Taunton, Program Administrator Present		TNI	tauntoni@msn.com
Eric Smith (2019) Present	Lab	ALS Environmental	eric.smith@alsglobal.com
Carl Kircher (2021*) Absent	AB	Florida Department of Health	Carl.Kircher@flhealth.gov
Andy Valkenburg (2021*) Present	LAB	Energy Laboratories	avalkenburg@energylab.com
Jennifer Duhon (2019*) Absent	Other	Millipore Sigma	jennifer.duhon@sial.com
Matt Sica (2020) Absent	AB	ANAB, ANSI-ASQ National Accreditation Board	msica@anab.org
Patrick Garrity (2019*) Absent	AB	Kentucky DEP	patrick.garrity@ky.gov
Michella Karapondo (2019*) Present	Other	USEPA	karapondo.michella@epa.gov
Fred Anderson (2020*) Present	Other	Advanced Analytical Solutions, LLC	Fred@advancedqc.com
Jennifer Mullins (2020*) Present	Lab	Upper Occoquan Service Authority	jennifer.mullins@uosa.org
Scott Haas (2020*) Present	FSMO	Environmental Testing, Inc.	shaas@etilab.com

Rachel Ellis – Present – Still needs to be approved by the Chair of the TNI Board of Directors.

Attachment B

Action Items – TNI PT Executive Committee

	Action Item	Who	Date Added	Expected Completion	Actual Completion
295	Moved from Backburner: PTPA Evaluation Checklist needs to be updated prior to next round of evaluations. (Originally discussed 8/6/13)	Shawn Ilona		New Date: 5/31/19	In Progress (will use 2016 TNI Standards and current SSAS Standards)
349	Review LAMS/FoPT Table Differences document. Provide comments by email and next meeting.	ALL	4/20/17	4/25/17 2/28/18 – For WET? June 2018 for all tables. New target date: 4/30/19	In Progress WET is still being reviewed. Update 1/23/18: Subcommittee expects to have updated FoPT tables with CAS #'s and LAMS changes by 3/15/18. 2/22/19: Still in progress. 6/21/18: Still working with Rami.
352	Moved from Backburner (originally discussed 2/20/14) : 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	All	2/20/14	TBD (see #350) <i>350: Prepare formal request to SOP Subcommittee regarding updating FoPT tables and applicable backburner items just</i>	In Progress – Update of SOP 4-101 6/21/18: Gil noted that this SOP will be worked on again at the next meeting. An expected completion date will be given at July meeting.

	Action Item	Who	Date Added	Expected Completion	Actual Completion
	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.			<i>moved to the Action Items table (#352, 353)</i>	
353	Discuss possible procedural changes to how limits are updated. Maria talk to SOP Subcommittee. (Need to look at PT database implications.)	All		TBD	In Progress – Update of SOP 4-101 Maria will send a copy to close this item. 10/18/18: Maria will resend to Eric and Ilona. 2/28/19 – Eric will take a look and touch base by email.
358	Send request to SOP subcommittee to consider what happens when ARA's are rescinded. There is no formal process.	Maria	6-29-17	7/19/17	Maria will resend to Gil and this item will be closed. 3/15/18: Still in progress. 10/18/18: Resend to Eric to close out. 2/28/19 – Eric will take a look and touch base by email.
361	Analyte Code changes needed in LAMS. (TKN)	Maria Dan Hickman	7/20/17	9/30/17	Still need to look into TKN issue. 2/22/18 – Maria will confirm. 10/18/18: Maria still

	Action Item	Who	Date Added	Expected Completion	Actual Completion
					needs to confirm. She just got something.
363	Discuss procedural change in how changes are made to LAMS. Consider notifying PTPEC before relevant changes are made and provide a summary of changes at some frequency.			1/31/17	Will talk to IT about getting this in an SOP. 12/21/17: Maria will follow-up on this. 3/20/18: Maria will check this week. 6/21/18 – still being worked on. 2/28/19 – Maria will follow-up.
368	Forward Jerry's question to Chemistry FoPT Subcommittee. (Analyte code change for the non-polar extractable materials.)	Maria	8/24/17	9/1/17	Maria will resend to Carl. 6/21/18 – Maria will send to Ilona. 10/18/18: Maria will send Dan's new info. 11/15/18 – Ilona received the info and needs to review it. (March PTPEC meeting.)
373	Carl will notify the PTPEC when Bob and Keith complete their comparison table to the Radiochemistry FoPT work the Chemistry	Carl	12-21-17	3-31-18	Complete

	Action Item	Who	Date Added	Expected Completion	Actual Completion
	FoPT Subcommittee has already prepared.				
384	Meet with Dan Hickman to get Analyte Codes and then prepare final DRAFT of Micro DW and WW tables. Send to Jennifer for review.	Maria	4/19/18	5/15/18	Still in Progress
385	Send Micro DW and WW tables to PTPEC for review and vote at next meeting.	Maria	4/19/18	5/15/18	Complete
389	Present recommended LAMS updates to Dan Hickman.	Maria	5/17/18	5/20/18	
395	Let Shawn Kassner and Ilona know whether to use 2009 or 2016 Standard for combined evaluation checklist.	PTPEC	9/20/18	10/31/18	Complete
396	Jennifer to talk to Keith Ward and Maria regarding FoPT tables. She will also look at completing a new vote on the Microbiology FoPT table in it final form.	Jennifer Best Keith Ward Maria	10/18/18	11/15/18	Complete
397	Discuss Vol 3 and 4 implementation with NELAP AC.	Maria	10/18/18	11/15/18	In progress.
398	Pull previous discussions on DBT breakdown and send to committee.	Ilona	11/15/18	12/18/18	Ilona will resend.
399	Discuss 2016 Standard Implementation options with NELAP AC.	Jerry Parr	11/15/18	12/18/18	Complete
400	Follow-up on subcommittee reports from WET and the FoPT Table Format Subcommittee.	Maria	11/15/18	12/18/18	In Progress – combine with 349.

	Action Item	Who	Date Added	Expected Completion	Actual Completion
401	Send DW table to William for posting.	Maria	12-20-18	1/16/19	Complete
402	Update Microbiology FoPT Table with MPN additions and send to Committee for final review.	Maria	12-20-18	1/16/19	Complete
403	Work on new committee membership for next meeting discussion.	Maria/Ilona	12-20-18	1/16/19	Complete
404	Prepare slides for Annual Presentation.	Maria/Ilona	12-20-19	1/21/19 – Due to Jerry Parr.	Complete
405	Forward MPN tables for DW and NPW to the NELAP AC.	Maria	1/24/19	2/21/19	Complete
406	Forward Rachel's Resume to Chair of TNI Board and request confirmation.	Ilona	1/24/19	3/8/19	
407	Prepare DRAFT footnote for PT Provider reports to Maria, Shawn, Nicole and Jason Poore.	Matt	1/29/19	2/6/19	Complete
408	Send DRAFT footnote for PT Provider reports to Committee for review.	Maria	1/29/19	2/8/19	Complete
409	Maria will send the DRAFT letter sent previously by Jerry with the information about PT Provider footnote to the NELAP AC to get their agreement.	Maria	2/28/19	3/20/19	
410	Review SOPs 4-102 and &-101 to make sure there are no conflicts in the appeals process.	Eric	2/28/19	TBD	

	Action Item	Who	Date Added	Expected Completion	Actual Completion
411	Follow-up on two preliminary complaints on TDS.	Maria	2/28/19	3/20/19	

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 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	