

TNI PT Program Executive Committee Meeting Summary

March 20, 2014

1. Roll call and approval of minutes:

New Chair, Maria Friedman, called the TNI PT Program Executive Committee (PTPEC) meeting to order on March 20, 2014, at 1 PM EDT by teleconference. Attendance is recorded in Attachment A – there were 9 Executive Committee members present. Associate members on the phone: Dixie Marlin (Environmental Science), Jeff Lowry (Phenova), Carl Kircher (FL DOH), and Rob Knake (A2LA).

The meeting minutes from February 20, 2014 were reviewed. A motion was made by Stacie and seconded by Joe to approve the minutes. No discussion.

Vote: For - 8 Against - 0 Abstain - 1 (Andy – Did not attend meeting.)

The motion passed.

2. Chair Review/Comments

- The Subcommittees need to get minutes to Ilona for posting.
- Review Action Items and update where needed.
- Review Back Burner items and update where needed.
- Charter will be updated with new membership.
- Maria would like to meet more frequently when action items require.

3. Cyanide Update Information – Action Item #208

Michella responded to this action item by e-mail:

2/25/14: I have contacted Dan Hickman regarding the cyanide analyte code for the DW FoPT table change. The correct code is 1635; we can change it in the DW FoPT table without impacting LAMS. I think that closes an action item from our list.

2/26/14:

It was my understanding that the AC also needed to vote on the change after the correct analyte code was determined. Dan Hickman did say he would start getting the word out to the ABs about this, and there is not a rush to change the table. It just needs to be corrected at some point. Six months is acceptable, or longer if needed. I expected that we would discuss at the next meeting.

Stacie summarized next steps by email after Matt and Jeff Lowry expressed implementation concerns by email:

2/26/14: After the table is updated, and we vote to accept the change, we will send it to the AC for their vote, since it is a significant change, and will involve changes in databases, etc. I am thinking we will set the effective date for 6 months after we approve and send to the AC. We can always extend the effective date if the ABs need more time, and we can communicate this when we send them the table. We can talk about the non-TNI ABs on our next call and determine how to handle that as well. Thanks for your input, Jeff and Matt.

Stacie commented that once the actual table is updated, it needs to be sent to the NELAP AC for review and approval. After the NELAP AC approves it, an effective date can be established.

Stacie will send the table to Carl Kircher for the Chemistry FoPT Subcommittee to update. It will be submitted back to the PTPEC in April for review and vote.

4. Subcommittee Updates

Chemistry FoPT Subcommittee:

The subcommittee is reviewing SCM FoPTs – medium level volatiles. There are 5 FoPTs left in this group. The subcommittee is also reviewing the data for the analyte application they received. Carl has provided the calculations and the committee will discuss this at their next meeting.

Microbiology FoPT Subcommittee

The subcommittee met last week and they will be completing their work and preparing a report for the next PTPEC meeting.

WET FoPT Subcommittee

Stacie received the first recommendation from this committee. It will be sent to committee members and discussed at the next meeting.

FoPT Table Subcommittee

Jennifer is working on preparing a first DRAFT of the format for the table for the subcommittee to begin work on.

Ilona will post the scope to the website. This subcommittee will need to take minutes as they begin their work and forward them to Ilona for posting.

SOP Subcommittee

The subcommittee is currently working on the acceptance limit SOP. Ron Houck will be adding to this committee to represent Radiochemistry. They have some concerns about how uncertainties are being handled, etc.

The subcommittee's scope and membership will be expanding with new tasks related to the update of the TNI standard. Many requirements will be taken out of the standard and placed into PTPEC SOPs instead.

The subcommittee will begin taking notes for their meetings and forwarding them to Ilona for posting.

The subcommittee needs to prepare a scope for the work being done. Stacie and Ilona will prepare a DRAFT scope for this committee for review at the April PTPEC meeting.

5. FoPT Table Postings

Ilona will work with William to correct the Lead FoPT table posting on the website. It should be in the Other category instead of NEFAP. She will also look at status of the Protozoa FoPT table and do what is needed to get this posted in the Other category.

(Addition: The Protozoa FoPT Table was distributed for a vote. The table was approved for an effective date of 10-6-14.

On 4/7/14: Stacie Metzler motioned to accept a 10-6-14 effective date for the Protozoa FoPT Table. The motion was seconded by Pat Brumfield.

On 4/8/14: Stacie Metzler motioned to approve the Protozoa FoPT Table with a 10-6-14 effective date. The motion was seconded by Nicole Cairns.

Vote:

	<i>Effective Date Vote</i>		<i>Approve Table and Effective Date</i>	
<i>Stacie</i>	<i>For</i>	<i>4-7-14</i>	<i>For</i>	<i>4-8-14</i>
<i>Pat</i>	<i>For</i>	<i>4-7-14</i>	<i>For</i>	<i>4-8-14</i>
<i>Matt</i>	<i>For</i>	<i>4-7-14</i>	<i>For</i>	<i>4-8-14</i>
<i>Susan</i>	<i>For</i>	<i>4-7-14</i>	<i>For</i>	<i>4-8-14</i>
<i>Andy</i>	<i>For</i>	<i>4-7-14</i>	<i>No Vote</i>	
<i>Eric</i>	<i>For</i>	<i>4-7-14</i>	<i>For</i>	<i>4-8-14</i>
<i>Nicole</i>	<i>For</i>	<i>4-8-14</i>	<i>For</i>	<i>4-8-14</i>
<i>Joe</i>	<i>For</i>	<i>4-8-14</i>	<i>For</i>	<i>4-8-14</i>
<i>Justin</i>	<i>For</i>	<i>4-8-14</i>	<i>For</i>	<i>4-8-14</i>

<i>Ron</i>	<i>For</i>	<i>4-8-14</i>	<i>For</i>	<i>4-8-14</i>
<i>Michella</i>	<i>For</i>	<i>4-8-14</i>	<i>For</i>	<i>4-8-14</i>
<i>No Vote: Maria and Jennifer</i>				

6. Closed Meeting – Metribuzin Concern

Summary data was provided to committee members.

The issue of what information PTPAs can share regarding PT Providers came up. Maria and Ilona will look into this.

Conclusion: Maria will work on this issue. She will talk to Carl Kircher about information from the Chemistry FoPT Subcommittee and will look at the issue of requesting information from PTPAs.

7. New Business

None.

8. Action Items

- See Attachment B.

9. Next Meeting

The next meeting will be April 17, 2014 at 1pm EDT.

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

The meeting was adjourned at 2:23pm EDT. Andy motioned, Pat seconded. Unanimously approved.

Attachment A

Participants TNI

Proficiency Testing Program Executive Committee

Members	Affiliation	Contact Information
Stacie Metzler (2009) Present	HRSD	757-460-4217 smetzler@hrsd.com
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) 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 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) Absent	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) Present	Energy Laboratories, Inc.	406-869-6254 avalkenburg@energylab.com
Ron Houck Present	PA DEP	rhouck@pa.go
Matt Sica Absent	ACLASS	msica@anab-aclass.org

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	Michella took on responsibility for this item in Feb 2014. Complete
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	Next Meeting	

	Action Item	Who	Expected Completion	Actual Completion
223	Send website updates to William.	Ilona	3/1/14	Complete
224	Send Metribuzin request to Chem FoPT Subcommittee.	Stacie Maria	4/4/14	
225	Committee membership email vote.	Ilona All	3/1/14	Complete
226	Send FoPT table with need for Cyanide update to Carl Kircher. Due back to PTPEC before next meeting.	Stacie	4/4/14	
227	Distribute WET FoPT Subcommittee report to PTPEC.	Stacie	4/15/14	
228	Post FoPT Table Update Scope to website.	Ilona	4/15/14	
229	Prepare DRAFT Scope for SOP Subcommittee and distribute to PTPEC for review.	Stacie Ilona	4/15/14	
230	Correct postings for Lead and Protozoa FoPT tables.	Ilona	4/15/14	
231	Meet to discuss how information is requested from PTPAs and how it relates to PT Providers.	Ilona Maria	4/15/14	

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	
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 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. 3/20/14: Eric noted that there are some logistics with doing a 6 month review. This may need to be a separate committee so it does not hamper the progress of the Chemistry FoPT Subcommittee.	2/20/14	