

TNI PT Program Executive Committee Meeting Summary

April 18, 2013

1. Roll call and approval of minutes:

Chair, Stacie Metzler, called the TNI PT Program Executive Committee (PTP EC) meeting to order on April 18, 2013, at 1PM EST. Attendance is recorded in Attachment A – there were 8 Executive Committee members present. Associate members present included: Randy Querry, Rob Knake, Dan Dickinson and Jeff Lowry.

The March 21st minutes were reviewed. Joe motioned that they be approved. The motion was seconded by Steve and unanimously approved.

2. Committee Membership

Curtis has resigned from the committee due to a new job. There are some other people from ERA interested in becoming members, so he will encourage them to complete a nomination form.

The vice chair position is open and Stacie would like to fill it by the next meeting. EC members are asked to contact Stacie or Ilona with questions and express their interest by the end of the month. This will be finalized at the next meeting.

3. FoPT Update

The typographical correction has been posted on the website for the NPW FoPT table. The effective date of the table has not changed - July 1, 2013.

The Chem FoPT Subcommittee is now working on the SCM table. Data is coming in and the subcommittee is working through it. They are currently working on low-level organic volatiles at this time.

The Microbiology FoPT Subcommittee had their first conference call last Monday. They are looking at ranges of use and evaluating the performance of the strain in use. There is good discussion happening.

The WET FoPT Subcommittee is still looking at updating PTs. Jennifer is willing to be a liaison with this group. Joe will also be participating on this group. Stacie will prepare contact information.

4. Charter

Ilona discussed the review from the Board of Directors. Budget information is being added and mission changes/objectives need to line up with the TNI strategic plan. Stacie and Ilona will meet next week to review all the comments and then get an update to the EC for finalization.

5. Position Paper

This paper was originally put together and reviewed by Stacie and Curtis. Stacie asked for committee volunteers to finish this. The paper describes TNI's philosophy behind PTs and was originally requested by the Advocacy Committee. Joe, Jennifer and Eric will help. TNI has a specific format for the paper and Stacie will distribute this information to the volunteers. Stacie will also participate on the first call with the volunteers to provide information.

6. SOPs

Dispute Resolution SOP

Joe added an editorial comment to the acceptance of the Dispute Resolution SOP. The second sentence in 6.1 was reworded and sent out. This is an editorial change and no one had any comments or objections. Stacie will finalize the SOP and send it to Ilona for final clean-up. Ilona will then send it to the Policy Committee for review and approval.

Voting SOP

The SOP has been updated by the subcommittee and distributed to the EC. Carl, Joe and Eric reviewed the SOP and had no recommended changes. Jennifer moved to accept the SOP as distributed by Stacie for today's meeting and Joe seconded the motion. The motion was unanimously approved.

Stacie will send the SOP to Ilona for final cleanup and distribution to the Policy committee.

7. New Business

1. Jeff Lowry: Settleable Solids - On the NPW table, the concentration range is 5- 50 ug/L. Most of the equipment can't measure greater than 40 ug/L. The Chemistry FoPT Subcommittee is asking that the range be changed to 5-40 ug/L.

According to SOP 4-107, this change needs to go back through the approval process. The EC is in agreement. Carl will take the information back to the Chemistry FoPT Subcommittee and update the NPW FoPT table for the EC's decision.

A question was asked as to whether the PT Expert Committee is working on language to include in the working draft standard regarding scoring of results reported as “greater than”.

Eric asked if the settleable solids is a current issue? Is it possible to let PT providers know not to make samples between 40-50 ug/L? Stacie noted that they use random number generators. It will be left alone and will be corrected with the finalization of the table effective July 1, 2013 depending on the Chemistry FoPT Subcommittee’s recommendation.

Stacie asked if the Chemistry FoPT subcommittee can make it clear what was changed on the table when they make updates. Carl will make it clear the Alkalinity acceptance criteria has changed for editorial reasons.

Carl made a motion to change the concentration range, but the motion was withdrawn because the request needs to go through the subcommittee first. The Chemistry FoPT meets on April 30th, so this will allow the PTP EC to vote at their May meeting. Stacie will also provide an update to PTPAs and PTP Providers so they can ensure their studies in July will be in compliance with the table. A2LA was notified on the call and Stacie will contact ACLASS directly.

2. Randy – Asked when the PTPA database issue will be readdressed. Stacie and Ilona will talk about this issue next week and then pull the subcommittee back together before the EC meeting in May. There are two separate questions – one on how to evaluate the PT Program and the second is what is the best way to collect PT data. Rob voiced his opinion about whether there is a need for an umbrella database to collect information from PTPAs to help the PTP EC collect data for FoPTs, evaluate the PT Program, etc.

6) Action Items

- See Attachment B

7) Next Meeting

The next meeting of the PTP Executive Committee will be by teleconference on May 16, 2013 at 1pm EST.

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

The meeting was adjourned at 2:30pm EST. Motion – Joe Second – Nicole 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) Present	Independent	615-438-8260 eric.smith72@comcast.net
Justin Brown (2011) Absent	Environmental Monitoring and Technologies, Inc.	847-875-2271 jbrown@emt.com
Steve Gibson (2011) Present	Texas Comm. on Env. Quality	512-239-1518 jgibson@tceq.state.tx.us
Susan Butts (2012) Absent	South Carolina DHEC	(803)896-0978 buttsse@dhec.sc.gov
Carl Kircher (2010) Present	Florida DOH	904-791-1574 carl_kircher@doh.state.fl.us
Patrick Brumfield (2012) Absent	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
Curtis Wood (2010) Absent	Environmental Resource Associates	303-431-8454 cwood@eraqc.com

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.
168	Update FoPT Management SOP, distribute to EC and then distribute to NEFAP EC and NELAP AC for comment.	Eric	Next Meeting Send one more time - Stacie	Complete
185	Send updated DW table with Footnote 15 to NELAP AC for approval.	Stacie	4/1/12	Follow-up with NELAP AC. Stacie will look into this.
188	Review SOP 4-101 in preparation for review during the next conference call.	All	Continuing	Complete
196	Prepare final response to Complaint and forward to committee for approval.	Stacie	10-18-12	
197	Prepare updated letter regarding PTP Evaluation.	Ilona Stacie	12-7-12	Complete
201	Make editorial change to NPW FoPT table and get to Stacie for posting.	Carl Stacie	3/31/13	Completer
202	Update dispute resolution sop and distribute to Ilona for email vote.	Stacie Ilona	3/31/13	Complete
203	Stacie to provide Dispute Resolution and Voting SOP to Ilona for clean-up and distribution to the Policy Committee.	Stacie Ilona	5/15/13	

	Action Item	Who	Expected Completion	Actual Completion
204	Charter updated based on Board comments. Redistribute to EC.	Stacie Ilona	5-15-13	

Attachment C

Backburner / Reminders – TNI PT Executive Committee

	Item	Meeting Reference	Comments
6	DW Table Micro Total Coliform Rule Request	10/15/09	9 out of 10 vs. 10 out of 10 4-18-13: Never acted on. Micro Expert Committee would like to keep it at 9 out of 10. Remove.
7	Add the Field PT Subcommittee to the limit update SOP during its next update.	3/4/10	
8	Implement all policies and procedures necessary for operation and continual improvement of a national PT program – including FoPTs for various matrices, stakeholders and accreditation programs. (Need to update SOPs – including an appeals process) – Complete by 7/1/11.	10/21/10	From 2010 Strategic Plan Review (11-15-12: Added to committee charter.) Move to action items.
9	Implement a process to periodically evaluate the effectiveness of the PT provider oversight program and the Fields of Proficiency Testing. Complete by 6/1/11.	10/21/10	From 2010 Strategic Plan Review (11-15-12: Added to committee charter.) Move to Action Items.
11	Evaluate how labs are accredited for analytes that co-elute.	5-19-11	
12			