

TNI PT Program Executive Committee Meeting Summary

April 18, 2019

1. Roll call, approval of minutes and overview:

Chair, Maria Friedman, called the TNI PT Program Executive Committee (PTPEC) meeting to order at 1:03pm Eastern on April 18, 2019. Attendance is recorded in Attachment A – there were 9 members present. Associate members in attendance: Nicole Cairns, Keith Ward and Tim Miller, Shawn Kassner, Reggie Morgan, and Craig Huff.

Maria confirmed that everyone received the meeting information she sent on 4/16/19.

The meeting minutes for March 21, 2019 were distributed by email. Fred made a motion to accept the 3/21/19 meeting minutes as written. The motion was seconded by Jennifer Mullins and unanimously approved. It was realized that the meeting start time should have been 11am Eastern. Fred amended his original motion and Jennifer was also in agreement. The Committee unanimously approved the amended minutes.

2. Update

- Maria met with the NELAP AC to address the questions about the proposed Micro FoPT Table update. They wanted Maria to know they are opposed to the ARA that initiated the change to the table. They think if you are going to make an update for one method because the techniques are different in producing limits, you need to do it for all limits with the same problem. They also don't like that the one method will have wider limits and labs that should fail ... actually pass. They would prefer that labs just not use multiple tube. Shawn noted that this should be an interesting discussion between EPA and the NELAP AC. Ilona noted that in a previous discussion with EPA it was noted that it is difficult to eliminate methods because it could be a burden on the lab that is running the "older" method. The NELAP AC will review Jennifer's presentation and discuss and vote on this issue. It is still pending at this point.
- Maria also discussed the proposed PT Provider footnote. The concept was approved and Maria will start preparing a letter to the PT Providers and PTPA's. She will also prepare something for the website. Nicole asked about an implementation date for Volume 3 and 4. The PTPEC accepted the Standard, but a date may not have been set. Nothing in the letter the NELAP AC approved suggested that ABs contact PT Providers for different calculation procedures. The PTPEC needs to check with the PTPA's to find out when the other pieces of the 2016 Standard will be implemented. This will be further discussed next month.

- Craig met with Rami regarding the WET table. Rami is considering using an ARA to update the table. Craig is still in the process of contacting Dan Hickman.

3. Subcommittee – Analyte Breakdown Subcommittee

Maria updated the Charter based on the comments from the last meeting (Attachment D).

Maria also formally requested data from the PT Providers. The deadline is the end of this month.

A motion was made by Fred to approve the Charter for the Analyte Breakdown Subcommittee. The motion was seconded by Jennifer Mullins.

Roll Call Vote:

Fred – For

Jennifer Duhon – For

Patrick – For

Scott – For

Michella – For

Carl – Abstain

Jennifer Mullins – For

Eric – For

Maria – For

The vote will need to be completed by email or at the next conference call in order. Nine affirmative votes are needed to approve the Charter.

A Chair will need to be voted in and then the Chair can work with Ilona to set-up meetings.

4. DOD Email

Maria forwarded the DoD memo to Aaren Alger and told her that if an AC member would be willing to submit an Analyte Request Application with regard to the issue raised in the memo, the PTPEC would pursue the matter. Aaren Alger submitted an ARA.

A copy of the submitted ARA can be found in Attachment E.

Maria reviewed the ARA using section 7.3.1 of SOP 4-107 Revision 1 (FoPT Table Management).

Initial discussion on this ARA raised an issue as to whether data is available to develop limits. Michella (EPA) was concerned about removing “Totals” from the table because “Totals” are required in some instances. Maria will bring this ARA back to the NELAP AC to let them know data is only available for NPW so they won’t be surprised if wider limits are initially set for SCM. This will be further discussed in an upcoming meeting.

5. Analyte Codes

Maria noted that during the NELAP AC meeting she attended, New Hampshire (Bill) brought up an issue with analyte codes. The example was Ignitability and Flashpoint. Apparently both have the same analyte code and he thinks they shouldn’t. EPA 1030 vs EPA 1010. Maria has not had a chance to talk to Dan Hickman. Carl noted that PTs are not prepared for EPA 1030 and the method used is EPA 1010. Scott confirmed this comment. Carl does not feel a PT is available for EPA 1030. This was confirmed by the PT Providers on the call. An ARA would need to be used to add it. Maria will talk to Bill.

Scott commented that some of the confusion is caused by EPA language in its methods where Flashpoint is discussed as a characteristic Ignitability for liquid waste. Method 1030 is a different characteristic.

6. Subcommittee Reports

Chemistry FoPT Subcommittee

The Subcommittee is waiting to receive information from Keith and Bob to review a written update to the LIMIT SOP focused on the Radiochemistry Limits. Maria sent a request to review the issue Shawn Kassner raised during the March meeting regarding inconsistent use of footnotes. The Committee also needs to continue its review of the SOP Limit SOP (SOP 4-101). Carl will reach out to Ilona to set-up a next meeting time.

PT Program SOP Subcommittee

They are trying to finish updates on SOPs 4-107 and re-look at 4-102. Hopefully final edits will be done by their May meeting and sent to the PTPEC for review and approval. The next task will be work on the SOP 4-101.

Microbiology FoPT Subcommittee

See update above regarding NELAP AC comments.

FoPT Table Update Subcommittee

Craig hasn’t had a chance to meet with Dan Hickman regarding the WET codes.

New Subcommittee – Breakdown Analytes Subcommittee
See above.

7. New Business.

None.

8. Action Items

The action items can be found in Attachment B. The action items will reviewed next month.

9. Next Meeting

The next meeting will be on 5/16/19, Thursday, at 1pm Eastern by teleconference.

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

Maria adjourned the meeting at 2:10pm Eastern. (Motion: Fred Second: Andy 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*) Present	AB	Florida Department of Health	Carl.Kircher@flhealth.gov
Andy Valkenburg (2021*) Present at 1:45pm	LAB	Energy Laboratories	avalkenburg@energylab.com
Jennifer Duhon (2019*) Present	Other	Millipore Sigma	jennifer.duhon@sial.com
Matt Sica (2020) Absent	AB	ANAB, ANSI-ASQ National Accreditation Board	msica@anab.org
Patrick Garrity (2019*) Present	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

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. 3/21/19: Stacie asked if the group should be working on this while ELAB is working through this.
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	All	2/20/14	TBD (see #350) <i>350: Prepare formal request to SOP Subcommittee regarding updating</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

	Action Item	Who	Date Added	Expected Completion	Actual Completion
	<p>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>			<i>FoPT tables and applicable backburner items just moved to the Action Items table (#352, 353)</i>	completion date will be given at July meeting.
353	<p>Discuss possible procedural changes to how limits are updated. Maria talk to SOP Subcommittee. (Need to look at PT database implications.)</p>	All		TBD	<p>In Progress – Update of SOP 4-101</p> <p>Maria will send a copy to close this item.</p> <p>10/18/18: Maria will resend to Eric and Ilona.</p> <p>2/28/19 – Eric will take a look and touch base by email.</p> <p>Complete</p>
358	<p>Send request to SOP subcommittee to consider what happens when ARA's are rescinded. There is no formal process.</p>	Maria	6-29-17	7/19/17	<p>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.</p> <p>2/28/19 – Eric will take a look and touch base by email.</p>

	Action Item	Who	Date Added	Expected Completion	Actual Completion
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 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. (April PTPEC meeting.)
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
389	Present recommended LAMS updates to Dan Hickman.	Maria	5/17/18	5/20/18	FoPT format subcommittee provided recommendations.

	Action Item	Who	Date Added	Expected Completion	Actual Completion
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	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.
406	Forward Rachel’s Resume to Chair of TNI Board and request confirmation.	Ilona	1/24/19	3/8/19	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	Complete
410	Review SOPs 4-102 and 7-101 to make sure there are no conflicts in the appeals process.	Eric	2/28/19	TBD	In Progress
411	Follow-up on two preliminary complaints on Hardness.	Maria	2/28/19	3/20/19	3/21/19: Did talk to lab, but waiting for follow-up. Still working with NELAP AC.
412	Maria will talk to Craig about holding off on more work on the WET FoPT Table until ELAB provides guidance.	Maria	3/21/19	4/17/19	

	Action Item	Who	Date Added	Expected Completion	Actual Completion
413	Update Charter for Analyte Breakdown Subcommittee.	Maria	3/21/19	4/17/19	
414	Request Endrin date from PT Providers.	Maria	3/21/19	4/17/19	
415	Send formal request to Chemistry FoPT Subcommittee to work on footnote issue raised by Shawn regarding Footnotes 5 and 6.	Maria	3/21/19	4/17/19	
416	Look at past PTPEC minutes to see if an implementation date was set for Volumes 3 and 4.	Maria/Ilona	4/18/19	5/16/19	
417	Discuss ARA data issue with the NELAP AC.	Maria	4/18/19	5/16/19	
418	Discuss Analyte Code issue with Bill from New Hampshire.	Maria	4/18/19	5/16/19	

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	

Attachment D – Charter

Proficiency Testing Program Executive Committee Breakdown Analytes Subcommittee

2019 Scope

(Revised: 4-18-2019)

Mission:

The subcommittee shall investigate and recommend a technical solution to the dilemma of analyte breakdown of 4,4-DDT and Endrin in PT samples.

Goals and Objectives:

1. Determine the means by which a solution to analyte breakdown in PT samples would be implemented (e.g., through FoPT Table updates, through a Guidance Document, through an amendment to the TNI Standard, etc.).
2. Recommend a technical solution to analyte breakdown in PT samples.

Considerations:

- Volunteer member organization with time constraints.
- Limited funding.

Available Resources:

- Information submitted with TNI Complaint #27 that the PTPEC responded to on 5-30-2018
- Data collected by the PTPEC Complaint Subcommittee when investigating TNI Complaint #27
- Volunteer committee members
- Teleconference and web-based services
- Industry experts

Additional Resources Required:

- Conference line availability for committee meeting

Subcommittee Reporting Requirements:

- Deliver report of subcommittee activities at monthly PTPEC teleconference
- Submit written minutes of subcommittee meetings to TNI webmaster for posting on TNI website

Anticipated Meeting Schedule:

- Subcommittee teleconferences (open to all Members), schedule to be determined
- Additional subcommittee teleconferences as needed

Expected Timeline:

- Subcommittee to complete its work within six months of first subcommittee meeting

Attachment E - ARA



TNI Fields of Proficiency Testing (FoPT) Analyte Request Application

SUBMISSION DATE: _____

SECTION I – REQUESTOR/ORGANIZATION INFORMATION

Requestor: _____

Organization: _____

Address: _____

City: _____ State: _____ Zip: _____

Telephone: _____ Facsimile: _____

Email: _____

SECTION II – Sponsor (if applicable)

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

Sponsor Accreditation Body: _____

Official Contact: _____

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: _____

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):

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):

Reason(s) for adding the FoPT table and/or analyte(s) (attach additional pages if necessary):

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).

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.

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

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) (attach additional pages if necessary):

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.

For PTPEC use only

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:	