

TNI PT Program Executive Committee Meeting Summary

May 16, 2013

1) Roll call and approval of minutes:

Chair, Stacie Metzler, called the TNI PT Program Executive Committee (PTP EC) meeting to order on May 16, 2013, at 1PM EST. Attendance is recorded in Attachment A – there were 9 Executive Committee members present. Associate members present included: Carol Smith, Shawn Kassner

The April 18th minutes were reviewed. Joe motioned that they be approved. The motion was seconded by Steve and unanimously approved.

2) FoPT

Settleable Solids

The Chemistry FoPT Subcommittee is not recommending a change to the NPW FoPT table. No change will be made.

DW FoPT Table

Stacie did not have a record that she had completed Action Item #185 - Send updated DW table with Footnote 15 to NELAP AC for approval. She has now forwarded it to the NELAP AC. She is hoping they will be voting on it and that it will not affect the effective date.

Chemistry FoPT Subcommittee

The subcommittee has gone through the low level volatiles and is now waiting for additional data. They will skip one meeting and will meet again in June. Carl cannot anticipate when this update will be complete.

4. Position Paper

The subcommittee will be meeting tomorrow morning to start working through 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.

5. Charter

See Attachment B. The charter was reviewed and discussed. A few changes were made and the document is ready to submit to the Board of Director.

Nicole made a motion to approve the charter with today's changes and resolution of her representation status. The motion was seconded by Eric Smith and unanimously approved.

6. PT Program Evaluation Update

Stacie reviewed the history of the subcommittee. Stacie and Ilona have talked to both PTPAs and will finish these calls on Tuesday. The information gained will be brought to the subcommittee and then prepared for presentation to the PTP EC. Subcommittee Membership: Stacie Metzler, Carl Kircher, Curtis Wood, Randy Quarry, Susan Butts, Matt Sica, Rob Knake, Keith Ward, and Kelly Black. There will be a conference call planned in early June so it can be ready for the next call.

7. Membership

Stacie provided a copy of an application we received.

Eric recommended that an AB should be looked for to fill the open position given the possibility of Nicole's change in representation status. Carl also commented it would be important to get an AB involved because he will be revolving off and Steve will be retiring.

Scott Hoatson might be a possible candidate for an AB because he would also provide some overlap with PT Expert. Other persons to contact: Rachel Ellis and David Caldwell. Stacie will contact these people to make them aware of the open position and encourage them to consider turning in a nomination form on the TNI website.

Ilona will contact the applicant and let him know we will be filling the position with an AB. He will be invited to join as an Associate Member.

8. New Business

1. SOP comments have been provided on SOP-4-107. This SOP will be the next task for the Subcommittee. Pat will get the information from Alfredo (Policy Committee Chair.) After this is complete the subcommittee will work on the Operations SOP.

9. Action Items

- See Attachment C.

10. Next Meeting

The next meeting of the PTP Executive Committee will be by teleconference on June 20, 2013 at 1pm EST. *(Note: Meeting changed to 6-27-13 to accommodate schedule changes.)*

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

The meeting was adjourned at 2:30pm EST. Motion – Carl Second – Andy 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	ALS Environmental	904-394-4415 eric.smith@alsglobal.com
Justin Brown (2011) Present	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 buttse@dhec.sc.gov
Carl Kircher (2010) Absent	Florida DOH	904-791-1574 carl_kircher@doh.state.fl.us
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) Absent	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.	avalkenburg@energylab.com 406-869-6254
OPEN	Looking for an AB.	

Attachment B

Proficiency Testing Program Executive Committee

2013 Charter

Mission: The purpose of the Proficiency Testing Program is to establish and maintain a national PT program to support TNI's National Environmental Laboratory Accreditation Program, and other activities, and that contains the following elements:

- Fields of Proficiency Testing (analytes, concentrations, matrices and acceptance limits) that are appropriate for the scope of environmental monitoring performed in the United States
- All organizations providing PT samples to laboratories are recognized as competent to do so.

Strategic Goals and Objectives:

1. Implement all policies and procedures necessary for operation and continual improvement of a national PT program – including FoPTs for various matrices and accreditation programs.
 - a. Periodically evaluate the effectiveness of the PT program and the Fields of Proficiency Testing
2. Implement an oversight program that ensures PT providers are competent to operate environmental PT programs.
 - a. Receive and evaluate proficiency testing provider accreditor (PTPA) applications.
 - b. Approve organizations that meet the requirements of the TNI Standards to be designated as a PTPA
3. Ensure that Fields of Proficiency Testing (FoPT) are appropriate for their intended use.
 - a. Collect and review PT data for the purposes of creating and maintaining FoPT tables for various matrices and programs
4. Provide periodic updates on the PTP Executive Committee activities and PT Program to the TNI Board of Directors.

Success Measures:

The effective implementation, oversight, and ongoing development of TNI's PT Program in a manner that fosters input from and is accepted by stakeholders.

Key Milestones for 2013:

- Update committee SOPs (4-105 – Voting, 4-103 – Operation, 4-104 – PTPA Evaluation).
- Development and implementation of dispute resolution procedure.
- Continued development and update of FoPT Tables (Solid and Chemical Waste FoPT Table, Microbiology FoPT Table, WET FoPT Table).
- Implementation of FoPT Management Procedures (SOP 4-107).
- Development and implementation of a process for evaluating the effectiveness of the PT Program.
- Complete an evaluation of the two existing PTPAs in 2013.
- Develop a long-term plan for the self-sufficiency of the TNI PT Program not dependent on EPA funding by 2015.

Considerations:

Exploring the need for additional IT services that could be employed to streamline FoPT review and update, as well as compile information for evaluating the effectiveness of the PT Program.

Available Resources:

- TNI staff support is provided for the committee and two subcommittees.
- Committee and Associate member volunteers, including volunteers for PTPA evaluations.
- Freeconference.com service is used for conference calls.
- Website support is provided by the TNI webmaster.

- TNI conferences and scheduling.
- Travel expenses for PTPA Assessments.

Additional Resources Required:

NA

Anticipated Meeting Schedule:

The PTP Executive Committee will conduct most business by monthly conferences as scheduled by its members (third Thursday of each month at 1pm EST). Face-to-face meetings occur during semi-annual TNI conferences where audience participation is encouraged.

Committee Membership

Proposed Members	Organization	Term Expires	Representation	Subgroup
Stacie Metzler – Chair	HRSD	2015	Lab	
Justin Brown	Environmental Monitoring and Technologies, Inc.	2014	FSMO	
Susan Butt	South Carolina DHEC	2015	AB	Non-NELAP
Patrick Brumfield	Sigma-Aldrich RTC	2015	Other	PT Provider
Michella Karapondo	US EPA	2014	Other	
Nicole Cairns	NY State DOH	2015	Other (PT Provider and Lab)	NELAP
Joe Pardue	Pro2Serve, Inc.	2014	Other	
Andy Valkenburg	Energy Laboratories, Inc.	2014	Lab	
Steve Gibson	Texas Commission On Environmental Quality	2014	AB	NELAP
Carl Kircher	Florida DOH	2013	AB	NELAP
Eric Smith	ALS Environmental	2013	Lab	
Open		2013	AB	
Jennifer Loudon	Raritan Township Municipal Utilities Authority	2016	Lab	

Balance:

- 5 Lab or FSMO
- 5 Other
- 4 AB

Subcommittees:

- Chemistry
- Microbiology
- Protozoa
- WET
- SOP

Program Administrator: Ilona Verrips Taunton

Budget

Attachment C

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 timr - 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	
204	Charter updated based on Board	Stacie	5-15-13	

	Action Item	Who	Expected Completion	Actual Completion
	comments. Redistribute to EC.	Ilona		
205	Follow-up on membership candidates.	Stacie	6/19/13	

Attachment D

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			