

TNI PT Program Executive Committee Meeting Summary

May 20, 2021

1. Roll call, approval of minutes and overview:

Chair, Shawn Kassner, called the TNI PT Program Executive Committee (PTPEC) meeting to order at 1pm EDT on May 20, 2021 by teleconference. Attendance is recorded in Attachment A – there were nine (9) members present. Associate members present: Amy DeMarco, Craig Huff, Eric Smith, Nicole Cairns (joined 1:15pm EDT), Reggie Morgan and Matt Graves (joined 1:40pm EDT).

Shawn asked for confirmation that everyone received the agenda and meeting information. We will also be looking at the Charter.

The April minutes were sent by email. A motion was made by Scott to approve the April 21, 2021 minutes as written. The motion was seconded by Jennifer Bordwell and unanimously approved.

2. Update

- Shawn commented that all the PFAS PT data they can get has been received. Shawn has some additional information he will send the Chemistry FoPT Subcommittee.
- UCMR – 5: Michella thinks the PTs have not been run yet. Shawn thinks the lab approval process won't start until closer to next year. Craig noted that two rounds of PTs have been shipped out to the Coordinator.
- Shawn and Ilona still need to work on the PTPA checklist.
- Shawn has not heard back from Rami yet for development of the WET FoPT Subcommittee.
- Ilona updates:

TNI has changed the internal audit schedule. The internal audit checklist needs to be updated by November 15, 2021. Eric is interested in helping with this. The checklist is based on PT Program SOPs and Policies.

The Voting SOP needs to be canceled or updated by mid-July so it can be sent to the Policy Committee for review.

3. PT Program Metrics and Charter

What is the purpose of the PT Program? Goals? How do we measure to see if we achieved the goals?

Shawn pulled up the TNI Strategic Plan and a copy of the current Charter that was finalized in 2017. It appears that all items in the plan are listed in the Charter.

What metrics does the Committee want to measure?

There were lots of questions and discussion regarding how the PTPA evaluation is handled. The evaluation SOP was reviewed using Webex.

Shawn will take the Charter and make updates for the committee to review. The Committee will need to complete the Charter at the next meeting. Ilona will let the Policy Committee know that the Charter will not be submitted until late June.

4. New Business.

None

5. Action Items

The action items can be found in Attachment C (new format). Attachment B includes a list of reminders.

6. Next Meeting

The next meeting will be on June 17, 2021 at 1pm Eastern. A Webex invitation will be sent the morning of the meeting date.

Shawn adjourned the meeting at 2:34pm EDT.

Attachment A
Participants
TNI
Proficiency Testing Program Executive Committee

Members	Rep	Affiliation	Contact Information
Shawn Kassner (2023*) (Chair) Present	Lab	Pace	shawn.kassner@pacelabs.com
Ilona Taunton, Program Administrator Present		TNI	tauntoni@msn.com
Carl Kircher (2024) Present	AB	Florida Department of Health	Carl.Kircher@flhealth.gov
Andy Valkenburg (2024) Present	Other	QASE Inc.	cvalkenbur@aol.com
Jennifer Duhon (2022) Absent	Other	Millipore Sigma	jennifer.duhon@sial.com
Patrick Garrity (2022) Absent	AB	Kentucky DEP	patrick.garrity@ky.gov
Michella Karapondo (2022) Present	Other	USEPA	karapondo.michella@epa.gov
Fred Anderson (2023) Absent	Other	Advanced Analytical Solutions, LLC	Fred@advancedqc.com
Jennifer Bordwell (2023) Present	Lab	Upper Occoquan Service Authority	jennifer.bordwell@uosa.org
Scott Haas (2023) Present	FSMO/ LAB	Environmental Testing, Inc.	shaas@etilab.com
Rachel Ellis (2022*) Present	AB	New Jersey DEP	rachel.ellis@dep.nj.gov
Patrick Selig (2024*) Present	AB	ANAB	pselig@anab.org
Sennett Kim (2024*) Present	AB	A2LA	skim@a2la.org
Prasanth (2024*) Absent	AB	ISA	pramakrishnan@iasonline.org

Attachment B

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	See meeting reference for details.
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	To be added to 2021 goals.

Attachment C: PTPEC Committee Action Item Summary – 2021

Item	Task Description	Document Number	TNI Contact	Task Added	Start Date	Due Date	Complete Date	Comments
295	PTPA Checklist needs to be updated to 2016 Standard.		Ilona		TBD	April 2021		2/17/21: Ilona has a DRAFT for SASS. Shawn and Ilona need to develop PTPA's from 2016 Standard. 5/20/21: Ilona sent Shawn a DRAFT PTPA checklist.
349	FoPT Table Subcommittee: - Review LAMS table vs FoPT table. - WET FoPT table format needs to be finalized.			4/20/17	4/20/17			2/17/21: Changes have been corrected for all tables except WET. The WET FoPT subcommittee will take this on as part of the development of the new table. The review of LAMS was completed.
368	Forward Jerry's question to Chemistry FoPT Subcommittee. (Analyte code change for the non-polar extractable materials.)			8/24/17	8/24/17			2/17/21: SMK to discuss this issue with the PTPEC as to the impact and process of database changes. 2/18/21: Shawn had communication with Jerry and Dan. HEM and HEM-Silica Gel changes made to FoPT table.
431	Discuss with IT Committee the need for LAMS updates to be communicated to the PTPEC.			10/31/19				2/17/21: Shawn to discuss with Mei Beth and Jerry.
432	DW FoPT Table – Lines 17-26 need to be reviewed with LAMS Administrator. PTPEC is going to use what was originally in the table instead of what is currently in LAMS.			10/31/19				2/17/21: Shawn will follow-up with Dan to complete.

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437	Reach out to Sennet Kim and ANAB to confirm there is still an issue related to SCM FoPT table metals footnotes for fixed limits.			3/26/20	3/26/20			2/17/21: On-going Shawn working with William to access data.
445	Send PCB survey to Ilona so she can arrange to have it sent out.		Shawn Ilona	6/18/20	6/18/20			9-17-20: Shawn is working on this and will get to Ilona when complete.
454	Form WET FoPT Subcommittee		Shawn	2/18/21				2/18/21: Shawn will ask Rami for membership recommendations. 3/18/21: Shawn to talk to Rami about chairing Subcommittee.
455	Update SOP 4-107: FoPT Table Management	SOP 4-107	PTP SOP Subcommittee	2/19/21				2/18/21: Need procedures to make non-ARA changes to the table? 3/16/21: Received initial Policy Committee comments to review.
456	Update SOP 4-101: Recommendation, Evaluation, and Calculation of Acceptance Criteria and Applicable Concentration Ranges for Proficiency Tests	SOP 4-101	PTP SOP Subcommittee	2/18/21	2/18/21			2/18/21: Combined workgroup established to complete SOP. 3/18/21: workgroup met and SOP Subcommittee will send final DRAFT to Chemistry FOPT Subcommittee for examples.
457	FoPT table updates sent by email	- DW FoPT - NPW FoPT - SCM FoPT - DW Rad FoPT		2/18/21	2/18/21		5/31/21	2/18/21: Shawn will check-in with PTPAs, NELAP AC, and PT Providers about implementation timing so PTPEC can set an effective date. 5/31/21: FoPT tables posted on the TNI website.
458	Improve communication with non-TNI AB stakeholders.			2/18/21				

