TNI PT Program Executive Committee
Meeting Summary

May 26, 2017

1. Roll call and approval of minutes:

    Chair, Maria Friedman, called the TNI PT Program Executive Committee (PTPEC) meeting to order by teleconference on May 26, 2017, at 1:06pm Eastern. Attendance is recorded in Attachment A – there were 10 committee members present. Associate Members present: Shawn Kassner, Craig Huff, Reggie Morgan, Carl Kircher, Lauren Smith, Justin Brown, Andy Valkenburg and Stacie Crandall.

    Maria confirmed that everyone received the meeting information she sent by email.

    Maria reviewed the April 20, 2017 minutes with the committee. Dixie motioned to approve the April 20, 2017 minutes as written. Matt seconded the motion and the motion was unanimously approved.

2. Chair Update

    - See Item #3 below.

    - <u>DW FoPT Table Finalization</u> - Maria sent an email to the committee on 5-15-17 to let the committee know that the NELAP AC approved the DW FoPT table on 5-2-17.

        A motion was made by Gil on 5/15/17 that the effective date of the table be 11-3-17. The motion was seconded by Matt on 5/15/17 and the vote was opened by Maria by email on 5/15/17.

        Vote:
        Dixie – For (5/15/17)
        Matt – For (5/16/17)
        Gil – For (5/16/17)
        Susan – For (5/16/17)
        Nicole – For (5/16/17)
        Eric – For (5/16/17)
        Jennifer – For (5/16/17)
        Michella – For (5/16/17)
        Patrick – For (5/16/17)
        Jennifer Mullins – For (5/17/17)

        Additional votes taken on today's call:

Scott – For (5/26/17)
Fred – For (5/26/17)
Maria – For (5/26/17)

The motion passed.

(Addition: Maria sent an email on 5/26/17 notifying the PTPA's and PT Providers that the new table is available and that it has an implementation date of 11-3-17. Ilona forwarded the table for posting on the TNI website.)

- <u>LAMS vs FOPT Differences.</u> Maria discussed the issue (update Analyte codes) raised during the last meeting with Dan Hickman. Dan prefers that the PTPEC follow the LAMS but he knows that the committee and LAMS need to work together. The subcommittee will continue to identify the differences between the PT Table and LAMS. Craig will use the July 2017 SCM table for the SCM comparison.

3. Implementation Dates for NPW and SCM FoPT Tables

Maria apologized for the delay in the FoPT table update information getting to the PT Providers in April. All the requirements of PTPEC's procedures were met, but the SOP doesn't have a requirement of how much time the PT Providers must have to implement the new table. The SOP only gives a recommendation of 6 months to implement a table.

There was a concern expressed to Jerry Parr by one PT Provider who could not meet the July 24, 2017 implementation. Another PT Provider has a hardship if the date is delayed because they already started planning for the change. Craig noted that there were a lot of changes in the organics on the SCM table.

Matt, Nicole and Shawn commented that the date should be left as is and if the PT Provider has an issue, it would be appropriate to work through the issue with their PTPA.

Maria noted that future notification to the PT Providers could go out through a procedure where confirmation of receipt would be required. Stacie and others disagreed with doing this.

Shawn noted that this is the first time this type of issue has happened. The PTP SOP Subcommittee can work on whether any changes need to happen in the future. They can work on the notification process and how to determine implementation dates.

Maria noted that there is only one provider that is having an issue with the SCM FoPT table implementation date. She checked in with all the other PT providers.

Matt commented that the Standard is clear what the requirements are for PT Providers. If the date can't be met, the worst case scenario would be that it would be a finding for a PT

Provider during their next assessment. Matt does not believe it would put a PT Provider's accreditation in jeopardy.

Ilona confirmed that the PT Provider expressing the concern has not already been told they would receive an extension. She also commented that she thinks staggering implementation dates, as suggested by email, would cause confusion.

History: Maria had sent an email on 5/17/17 with the request from the PT Provider to have the implementation date extended. Maria had suggested extending the date and Susan made a motion to extend the date for both the NPW and SCM tables. The motion was seconded by Matt. As the committee began voting, Nicole raised concerns about the motion and requested that all the PT Providers be queried before a final decision is made. Maria sent out the query.

Nicole expressed more concerns by email on 5-23-17 with her "No" vote on the motion. She pointed out that the majority of PT Providers were prepared to implement the new FoPT tables as originally scheduled, and believed that the committee should instruct the PT Provider having issues meeting the date to seek approval from their PTPA to allow an exception for a later implementation date. The normal TNI complaint process could be used if the issue cannot be resolved between the PT Provider and PTPA.

Other committee members expressed concerns too.

Current: During the meeting today, Susan withdrew her motion to extend the implementation date of the NPW and SCM FoPT tables. The motion is now off the table and the vote will not be completed.

After further conversation, the committee decided to leave the effective dates as they were. Maria will notifiy the PT Providers , PTPAs and NELAP AC of no change in the effective date.

4. Charter

The Final Draft was distributed on May 11th for review and comment. The committee reviewed the changes and a final DRAFT is included in Attachment D.

A motion was made to accept the Charter (Attachment D). The motion was seconded by Susan and unanimously approved. Maria will forward the Charter to Ilona for any final formatting and then Ilona will send it to the TNI Board of Directors for final approval. *(Addition: The TNI Board reviewed and approved the Charter on 6/14/17. Jerry Parr made two editorial changes ("recognized" instead of "approved" and "accredited" instead of "recognized") to the mission to keep terminology consistent with the rest of TNI. The corrected version was placed into Attachment D as the final version of the committee Charter.)*

5. SOP 4-102

   The committee approved SOP 4-102, but the Policy Committee sent it back with comments. The subcommittee addressed the comments and sent it back to the PTPEC for finalization.

   Section 6.5: The language is awkward. Make it a separate sentence. The subcommittee will look at it again and it will be voted on during the June meeting.

   Maria will send a request to the PTP SOP Subcommittee to take care of a few more items – remove "serious" and spell out COI.

6. Subcommittee Reports

   <u>FoPT Table Format Subcommittee</u>

   The comparisons are progressing as discussed above.

   <u>Chemistry FoPT Subcommittee</u>

   Carl received the masked data. He will pursue resources for help.

   Maria is waiting for what needs to be requested from the PT Providers for the PCB ARA.

   <u>SOP Subcommittee</u>

   The subcommittee has started looking at the FoPT Table SOP (4-101). There is a lot of information for Chemistry, so they are now contacting Radiochemistry and Microbiology for input.

   SOP 4-102 has been distributed to the PTPEC for review.

   <u>Microbiology FoPT Subcommittee</u>

   Michella provided the update. The subcommittee will begin meeting again after the data has been analyzed by the statisticians.

7. New Business

   - Be sure to make your hotel reservations for the conference in DC in August. Some days are just about sold out.

8. Action Items

   Action Items are included in Attachment B and Attachment C includes a listing of reminders. Updates are added as notes in the table.

9. Next Meeting

   The next PTPEC teleconference will be June 29, 2017 at 1pm Eastern. Maria needed to change the regularly scheduled date due to a conflict. Ilona will send out Webex notifications within 24 hours of the meeting time.

   Maria adjourned the meeting at 2:24 pm Eastern. (Motion: Gil Second: Fred Unanimously approved.)

Attachment A

Participants
TNI
Proficiency Testing Program Executive Committee

Members	Rep	Affiliation	Contact Information
Maria Friedman (2020) **Present**	AB	California Water Board	949-307-0949 Maria.Friedman@waterboards.ca.gov
Ilona Taunton, Program Administrator **Present**		TNI	828-712-9242 tauntoni@msn.com
Eric Smith (2019) **Absent**	Lab	ALS Environmental	904-394-4415 eric.smith@alsglobal.com
Susan Jackson (2018) **Present**	AB	South Carolina DHEC	(803)896-0978 jacksosb@dhec.sc.gov
Nicole Cairns (2018) **Absent**	Lab	NY State DOH	(518) 473-0323 nicole.cairns@health.ny.gov
Jennifer Duhon (2019*) **Absent**	Other	Millipore Sigma	307-3897218 jennifer.duhon@sial.com
Matt Sica (2020) **Present**	AB	ANAB, ANSI-ASQ National Accreditation Board	msica@anab.org
Dixie Marlin (2018*) **Present**	Other	Marlin Quality Management, LLC	513-309-3593 marlinquality@gmail.com
Gil Dichter (2018*) **Present**	Other	IDEXX Water	207-556-4687 gil-dichter@idexx.com
Patrick Garrity (2019*) **Present**	AB	Kentucky DEP	502-319-4040 patrick.garrity@ky.gov
Michella Karapondo (2019*) **Present**	Other	USEPA	513-569-7141 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.mulllins@uosa.org
Scott Haas (2020*) **Present (joined 2pm)**	FSMO	Environmental Testing, Inc.	405-401-7344 shaas@etilab.com

Attachment B

Action Items – TNI PT Executive Committee

	Action Item	Who	Date Added	Expected Completion	Actual Completion
257	Email to SOP Subcommittee regarding clarification on how limit updates due to issues should be addressed.	Maria		12/12/14	Maria prepared it, but is waiting for a chair for this subcommittee. 4/20/17: Ilona will look back in minutes to find the original issue and send to Maria.
295	Moved from Backburner: PTPA Evaluation Checklist needs to be updated prior to next round of evaluations. (Originally discussed 8/6/13)	Shawn Ilona		7/15/17	In Progress (will use 2009 TNI Standards and current SSAS Standards)
336	Notify Rachel that ARA has been accepted and send request to Carl regarding data needed.	Maria		2/15/17	Rachel has been notified. 3/16/17: Still need to send request to Carl. Complete
343	Notify PT Providers and PTPAs about delay of Volume 3 and 4 implementation.	Maria		TBD	
344	Send note to PTPAs and PT Providers regarding update of NPW and SCM FoPT tables.	Maria	3/16/17	4/15/17	4/12/17 Complete
347	Send out Final Charter for voting.	Maria	4/20/17	4/18/17	Complete. Sent for comment.
348	Discuss LAMS and FoPT differences with Dan	Maria	4/20/17	4/25/17	Complete

	Action Item	Who	Date Added	Expected Completion	Actual Completion
	Hickman and report back at next meeting.				
349	Review LAMS/FoPT Table Differences document. Provide comments by email and next meeting.	ALL	4/20/17	4/25/17	In Progress
350	Prepare formal request to SOP Subcommittee regarding updating FoPT tables and applicable backburner items just moved to the Action Items table (#352, 353)	Maria	4/20/17	4/18/17	Complete
351	Review SOP 4-102.	All	4/20/17	4/25/17	In Progress
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 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.	All	2/20/14	TBD (see #350)	
353	Discuss possible procedural changes to how limits are updated. Maria talk to SOP Subcommittee. (Need to look at PT database	All		TBD	

	Action Item	Who	Date Added	Expected Completion	Actual Completion
	implications.)				
354	Finalize DW FoPT Table – notification to PTPAs and PT Providers. Send for posting.	Maria Ilona	5/26/17	6/1/17	
355	Notifiy the PT Providers , PTPAs and NELAP AC of no change in the effective date on the NPW and SCM FoPT tables.	Maria	5/26/17	6/1/17	
356	Format Charter and provide to TNI Board for finalization.	Ilona	5/26/17	6/12/17	
357	Send request for updates to SOP-4-102 to the PTP SOP Subcommittee.	Maria	5.26.17	6/8/17	

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 updated in November.	Ongoing 2017	
18			

Proficiency Testing Program Executive Committee
2017 Charter (Revised: 05-26-2017)

Mission

The purpose of the Proficiency Testing Program Executive Committee (PTPEC) is to establish and maintain certain elements of a national PT Program to support TNI's Accreditation Programs and other TNI activities. Those elements include:

1. Fields of Proficiency Testing (FoPT), consisting of analytes, concentrations, matrices, and acceptance limits,that are appropriate for the scope of environmental monitoring performed in the United States.
2. A listing of PT Provider Accreditors (PTPAs) that are TNI recognized.
3. A listing of organizations that are accredited by TNI's recognized PTPAs as competent to provide PT samples to laboratories.

Composition of the Committee

1. There are at least 5 and not more than 15 voting committee members.
2. The voting membership of the committee must represent a balance of stakeholder groups.
3. For purposes of balance, stakeholders are arranged into three groups:
   • Lab or FSMO
   • AB
   • Other
4. There are no at-large members.
5. Unlimited associate members are allowed.

Objectives

• Implement all policies and procedures necessary for the operation and continual improvement of a national PT Program, including FoPTs for various matrices and accreditation programs.

  Success Measures:
   • FoPT Tables and committee SOPs are reviewed for effectiveness.
   • TNI's internal audit process is followed.
   • PTPA reports are evaluated.

• Implement an oversight program that ensures PT Providers are competent to operate environmental PT programs.

Success Measures:
- PTPA applications are received and evaluated in a timely manner.
- PTPAs that are approved meet the requirements of the TNI Standards.

• Ensure that FoPTs are appropriate for their intended use.

Success Measures:
- PT data are collected and reviewed for the purpose of creating and maintaining FoPT tables for various matrices and programs.
- PTPA reports are evaluated.

• Implement a process to periodically evaluate the effectiveness of the PT Provider oversight program and the FoPTs.

Success Measures:
- A well-trained team performs PTPA onsite evaluations that include reviews of PT summary data.
- PTPA evaluations are performed in a timely manner.
- Evaluation checklists that thoroughly cover every aspect of TNI's PTPA standards and PTPEC SOPs are used.
- Ad hoc evaluations are conducted, as necessary, when multiple complaints against any PTPA are received.

• Develop a better process for getting data for setting PT acceptance limits and to handle complaints.

Success Measures:
- TNI has developed an electronic database where PT Providers can upload PT data without breach of confidential information.
- PTPEC has defined procedures on how PTPEC will notify PT Providers to upload PT data to TNI.
- TNI staff with access to TNI's database have signed a Confidentiality Agreement.

• Provide periodic updates on the PTPEC activities and PT Program to the TNI Board of Directors.

Success Measures:
- The TNI Board of Directors receive updates on PTPEC activities.

Decision Making

Decisions are made by vote according to the procedures contained in "PT Program Executive Committee Voting Process" (SOP 4-105).

Available Resources

- TNI staff support is provided for the committee.
- Committee and Associate member volunteers, including volunteers for PTPA evaluations.
- ABs pay for the travel costs incurred during PTPA evaluations.
- Freeconference.com service is used for conference calls.
- Website support is provided by the TNI Webmaster.
- TNI conferences and scheduling.
- WebEx service and support for training and other purposes.

Anticipated Meeting Schedule

- Teleconferences: Minimum of one per month; regular schedule of calls to be published on the TNI website.
- Face-to-face meetings occur during semi-annual TNI conferences where audience participation is encouraged.
- Special meetings are scheduled as needed to handle urgent business.