TNI PT Program Executive Committee
Meeting Summary

June 29, 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 June 29, 2017, at 1:01pm Eastern. Attendance is recorded in Attachment A – there were 11 members present. Associate Members present: Shawn Kassner and Craig Huff. Carl Kircher joined in between 2:16-2:22pm Eastern.

   Maria confirmed that everyone received the meeting information she sent by email on June 27th.

   Maria reviewed the May 26, 2017 minutes with the committee. Nicole motioned to approve the May 26, 2017 minutes as written. Scott seconded the motion and the motion was unanimously approved.

2. Chair Update

   - The Charter was approved by the TNI Board of Directors with the correction on use of the terms evaluation and assessment.

   - There is a PTP/NEFAP Evaluation SOP being drafted to combine the NEFAP and PTP evaluations. One recognition committee will be developed to represent both NEFAP and PTP interests. The committee should see this combined SOP in August.

   - Maria reminded everyone to be sure to keep TNI memberships current.

   - Maria would like the SOP Subcommittee to consider what happens when ARA's are rescinded. There is no formal process.

   - Maria reminded everyone to make reservation in DC. People attending: Susan, Nicole, Gil, Jennifer Duhon, Patrick is still waiting to hear back, Eric is still processing paperwork.

3. PTPA Reports

   Maria looked at the PTPA presentations from the 2016 TNI Forum at Orange County and created a draft standardized report comprised of elements present in those PTPA presentations. Some information were common for both PTPAs; some were not. Maria

shared it with Matt during development. A copy of the DRAFT "Standardized Format of PTPA Reports" is included in Attachment D with the changes that were made during the meeting today.

Shawn noted that #1 under Details of Reports cannot be done. Maria noted this.

Nicole asked if PTPA's can highlight which data have an "n" less than 20 or 30. The committee decided on reporting with an n of less than 20.

Shawn noted that #5 is a problem separating volatiles from semivolatiles because they get analyte matrix information, not the method that was used. There is no segregated MPN data received from PTPs at this time.

The previous 6 months of data will be looked at in the report. Analytes with FoPT table changes should be looked at.

Shawn noted that they have been pulling fail rates and that would be more useful than pass rates.

Ilona reviewed the Charter items related to the PTPA reports. Shawn noted that PTPEC should have some specific measurements. This should be passed along to the PTP SOP Subcommittee and it will be added as a Backburner item. Nicole noted that we need to determine which items we want to measure.

Ilona asked if there is some sort of a measurement to evaluate whether PT Providers are compliant to the Standard. Shawn said information about assessments cannot be shared.

Nicole thinks the reports should highlight what has changed since the last report. Nicole thinks the next presentation should take the 5 highlights and give a status during the next report – a status update. The highlights could be bad, good or neutral. If an issue needed to be resolved … was it?

Nicole suggested using the document as a DRAFT and then evaluate how it worked in DC and then finalize it.

Maria asked that the committee vote on the DRAFT document based on today's changes (Attachment D).

Nicole motioned that the DRAFT "Standardized Format of PTPA Reports" go to the PTPA's and be used in DC. The motion was seconded by Fred and unanimously approved.

Maria will provide a copy of the DRAFT document to Shawn and Matt to use to prepare their presentations in DC.

4. Summer Meeting in Washington, DC

   The agenda for the meeting in DC will include:

   - PTPA Presentations
   - Review of more FoPT Tables for cleaning (from the FoPT Table Format subcommittee)
   - William (TNI) will present developments to the PT Database
   - SOPs (if any) from Gil
   - PTP/NEFAP Combined SOP

5. SOP 4-102 –

   Maria requested a few changes to SOP 4-102 during the May meeting. The changes were made and Maria asked for the Committee to finalize the SOP.

   Gil made a motion to approve SOP 4-102 as sent by email on 6/27/17 and presented by Maria today. The motion was seconded by Scott and unanimously approved. Ilona will forward the changes to the Policy Committee.

6. Subcommittee Reports

   FoPT Table Format Subcommittee

   Craig commented that he will have a couple of tables available for review at the face-to-face meeting in DC. The WETT Table will not be ready.

   Chemistry FoPT Subcommittee

   Carl provided a report by email that Maria shared with the committee:
   Since there are a couple Subcommittee volunteers for the massive number-crunching that is needed for the PT summary data, I am trying to prepare the necessary materials, descriptions, and procedures to assist. I keep finding things to correct each time I go through the draft. However, when it is done, I will e-mail this Word document with 4 Excel files to all Chemistry FoPT Subcommittee members. You will probably (as PTPEC Chair) be cc'ed on this e-mail. Similarly, there will be another e-mail to inform the members that Radiochemistry data will need to be evaluated and that there is a ARA to consider, and to request their availability (and Ilona's?) for the next Subcommittee teleconference. I will not be able to do so (send the e-mails) until the first or second week of July.

   SOP Subcommittee

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. They are still collecting this information. They have started reviewing the SOP.

Microbiology FoPT Subcommittee

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

The action items can be found in Attachment B. Updates are added as notes in the table.

9. Next Meeting

The next PTPEC teleconference will be July 20, 2017 at 1pm Eastern. Ilona will send out Webex notifications within 24 hours of the meeting time.

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

Maria adjourned the meeting at 2:32 pm Eastern. (Motion: Nicole 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) **Present**	Lab	ALS Environmental	904-394-4415 eric.smith@alsglobal.com
Susan Jackson (2018) **Present (until 2:05pm)**	AB	South Carolina DHEC	(803)896-0978 jacksosb@dhec.sc.gov
Nicole Cairns (2018) **Present**	Lab	NY State DOH	(518) 473-0323 nicole.cairns@health.ny.gov
Jennifer Duhon (2019*) **Present**	Other	Millipore Sigma	307-3897218 jennifer.duhon@sial.com
Matt Sica (2020) **Absent**	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*) **Absent**	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**	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)
343	Notify PT Providers and PTPAs about delay of Volume 3 and 4 implementation.	Maria		TBD	Add 348 back in?
349	Review LAMS/FoPT Table Differences document. Provide comments by email and next meeting.	ALL	4/20/17	4/25/17	In Progress
351	Review SOP 4-102.	All	4/20/17	4/25/17	Complete
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	All	2/20/14	TBD (see #350)	

	Action Item	Who	Date Added	Expected Completion	Actual Completion
	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.				
353	Discuss possible procedural changes to how limits are updated. Maria talk to SOP Subcommittee. (Need to look at PT database implications.)	All		TBD	
354	Finalize DW FoPT Table – notification to PTPAs and PT Providers. Send for posting.	Maria Ilona	5/26/17	6/1/17	Complete
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	Complete (5/26)
356	Format Charter and provide to TNI Board for finalization.	Ilona	5/26/17	6/12/17	Complete
357	Send request for updates to SOP-4-102 to the PTP SOP Subcommittee.	Maria	5.26.17	6/8/17	Complete
358	Send request to SOP subcommittee to consider what happens when ARA's are rescinded. There is no formal process.	Maria	6-29-17	7/19/17	
359	Send DRAFT PTPA report format to Shawn and Matt.	Maria	6-29-17	7/5/17	

	Action Item	Who	Date Added	Expected Completion	Actual Completion
360	Send SOP 4-102 to Policy Committee.	Ilona	6-29-17	7/19/17	

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	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 – DRAFT - Standardized Format of PTPA Reports

- PT Providers Update
  1) Name
  2) Status (e.g., Current – last renewed MM/YYYY, Due for Renewal MM/YYYY, Needs Surveillance MM/YYYY, Withdrawn, New, Revised Scope – extended or reduced, etc.)

- Complaints
  1) Type or category (e.g., TAT, deliverables, responsiveness, etc.)
  2) Status of each (e.g., Still Open, Closed, In Progress)

- Summary of Fail Rates for PT Studies

  Scope of report:

  1) All FoPTs with at least 2-3 years of PT data and with fail rates of >10% - 6 months
  2) For FoPTs that were new or changed within past year (when statistical changes occur), also include those FoPTs even with limited PT data? May be a good indicator whether the change made an improvement or created a problem – 6 months
        a. Segregate analytes with FoPT changes vs with no FoPT changes

  Details of report:

  1) Summary (e.g., number of matrix/method analyte combinations reviewed) – PTPAs don't get these data – no need to add to report
  2) Report as Fail Rates >10% or Passing Rates <90%? – report Fail Rates
  3) Use all data for any number of N or use only data where N>20 or N>30? – use N>, =20; PTPAs to flag data with N<20
  4) Analytes of concern and in which study type (e.g., WS, WP, etc.)
  5) Pooling of Data – use caution (e.g., do not mix volatiles with semivolatiles or 15 tube MPN with QT MPN) – no segregated MPN data received from PTPs at this time so no need to add to report
  6) Challenges or Limiting Factors in Determining Fail Rates (e.g., discussion of possible biases to fail rates such as PT studies with low numbers of participants)

- Other Noteworthy Items (e.g., other PTPA News) – add PTPA concerns, if any; add top 5 highlights (good or bad) from this report and past reports (going forward); add status of these highlights (e.g., if an issue needs to be resolved – is it resolved?)

Leave this as draft; fluid doc – PTPEC approved on 6-29-2017