

TNI PT Program Executive Committee Meeting Summary

July 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 11:01am Eastern on July 18, 2019. Attendance is recorded in Attachment A – there were 8 members present. Associate members in attendance: Reggie, Stacie, Nicole Cairns, Tim Miller, Craig Huff, and Shawn Kassner.

Maria confirmed that everyone received the meeting information she sent on 7/18/19.

The meeting minutes from June 20, 2019 were distributed by email. Fred made a motion to accept the 6/20/19 meeting minutes as written. The motion was seconded by Jennifer Bordwell. Approved unanimously. Eric added his vote as For and pointed out an editorial change.

2. Update

- Shawn Kassner has expressed interest to step in as Vice-Chair. He will be submitting an application.
- Chemistry FoPT Subcommittee – They met and compiled comments on SOP 4-101 (FoPT Limits). The comments have been forwarded to the SOP Subcommittee.
- Equivalency Letter – Maria is working on this. Ilona sent her a comparison between 2009 and 2016 Standard.
- An ARA was received from the WET Expert Committee. It is not really an ARA. They are looking for data from the PT Providers.

3. Old Business

- SOP 4-102 (Appeals/Complaints SOP)

Maria made a clean copy of the SOP after last month's meeting. There was no quorum last call.

6.5.1 – don't use the whole title of the SOP because it is already in the references.

All comments from the SOP were removed.

Eric motioned to approve the DRAFT SOP distributed by Maria by email on 7/18/19.

Roll call vote
Fred – For
Scott – For
Carl – For
Maria – For
Dixie – For
Rachel – For
Eric – For
Jennifer Mullins – For

Need to finish by email. *(Addition: The vote was not completed. Ilona noticed that the SOP was based on an older version of the SOP and some of the changes made were already made in the current version of the SOP. The SOP was corrected and a new version for review and voting was submitted to the PTPEC on 9-11-19 by email.)*

4. Breakdown Analyte Subcommittee

An issue was raised about the number of data points being inconsistent with the number of participating labs. Maria proposed 5 options to handle this during the 6/20/19 meeting (Attachment D) and only heard back from Eric, Andy and Matt

Andy preferred Option 2 (email on 7/10/19).

Eric preferred Option 2 (email sent to Maria).

Matt would like Option 1 – Maria read his email to the group (sent 7/11/19): I would elect option 1. The identification of multiple data points (assuming reported as identical value) for the same analytical technique could bias data.

Andy made the following motion by email on 7/10/19. A second has not been received, but Matt did comment (see above).

I (Andy) make a motion that we accept “option 2” as given in the attachment and per email discussion below. A second to this motion is requested and followed by prompt voting to keep this issue moving forward.

Eric seconded the motion verbally on the call today. Maria opened the motion for discussion.

Maria shared Matt’s comment above during the discussion.

Dixie noted that it doesn’t make the data viable for throwing it out. A lab accredited for multiple methods could use the same data because it met or exceeded all the method criteria.

Craig Huff commented that if you have multiple data points (i.e., the same data point reported for an analyte eight different times by eight different methods), when you interpret the data, particularly in small studies, that data has a heavy influence on the statistics. It's nice to know how many multiple data points you have.

Nicole commented that there is no way to know if points are replicates or individual analyses. This is important to know – is it 10 labs or 5 labs. Nicole's preference is Option #2.

Carl noted that the Chemistry FoPT Subcommittee gets the summary data and it is not weighted. They eliminate the ones with less than 10 participants. They also look for other outliers to delete (<10% or >200%). They apply the SOP (4-101 – FoPT Limits) as currently written.

PT Providers are inconsistent in how they provide the data – number of data points and number of lab participants.

Craig – Option #2 at least lets you look at data sets by each study. It helps you assess if there are a lot of duplicates.

If you are going to have the number of laboratories and number of data points, how would this be used. This still needs to be reviewed and addressed by the SOP Subcommittee.

Maria reviewed the options presented last month (6/20/19 Minutes – Attachment D).

Eric noted for Option #2 it is number of laboratories that actually reported and total data points can be greater than the number of labs.

A motion was made by Andy by email on 7/10/19 to accept Option #2. The motion was seconded by Eric on today's call.

Fred – For

Scott – For

Carl – For

Dixie – For

Jennifer Mullins – For

Eric – For

Maria – For

Rachel - For

The voting will be completed by email. *(Addition: After additional discussion, it was determined that this did not need a 2/3 vote, so the motion passed. Maria will notify the*

Subcommittee with the decision. This will affect the request for data the Subcommittee will prepare.)

5. ARA from WET Expert Committee

Stacie reported ELAB is shutdown due to the rewriting of their Charter. There will be no face-to-face ELAB meeting in Jacksonville. Not sure when they are going to be meeting again.

The WET Expert Committee used the ARA form to try to get data from the PT Providers. This is not really an ARA. Are there any mechanisms where they can just ask for the data?

Iлона noted that the WET FoPT Subcommittee could request this data.

Eric noted that this is not an ARA. It is a data request. Can we say they are acting as a subcommittee for PTPEC too? Maria will talk to Rami about what PTPEC needs from the Expert Committee to work on updating the WET FoPT table.

Maria went through the checklist for ARA's.

There is no AB sponsorship. It is not an ARA.

A motion was made by Carl to not receive the submittal as a valid ARA. The motion was seconded by Scott and unanimously approved.

6. SOP 4-107.

Eric reviewed the changes that were made to SOP 4-107. These changes are visible in the Track Changes version of the SOP.

The SOP Subcommittee did have one question for the PTPEC. Under the definition section under a Sponsor. is it a Governmental AB only or could it be an NGAB? Eric thinks it should be Governmental ABs. This sparked some conversation about how NGABs accredit to the TNI Standard. There was general agreement that it should be only be Governmental ABs, so this comment can be deleted.

Table review triggers – problem analyte, high failure rate, etc ... The SOP describes these triggers. The review type would be determined by the PTPEC and acted upon by the subcommittee. There are time frames associated with the different types of reviews. They are suggesting at least every 10 years for a complete review. Maria was concerned about this time frame. Eric pointed out that there are other types of reviews that happen more frequently that address most concerns that can come up. He also pointed out it can be

done more frequently. This section addresses how to streamline the review process. It sets a framework in place.

A failure rate issue would trigger one of the reviews. When a PTPA reports high failure rate concerns ... this should trigger a review.

Craig commented can it be part of the review to compare the updates to the tables to LAMS. Eric thinks this would be part of SOP 4-101. Were changes to the tables reviewed against LAMS? This could be something the subcommittees do. Craig will send this as a written request to the SOP Subcommittee.

SOP 4-107 will be reviewed and voted on by email.

(Addition:

On 7-24-19, Andy motioned:

I make an email motion to accept PTEPEC SOP 4-107-Revision No: "2 draft" for technical content and language as a final SOP as provided in attachment in email dated 7/23/09 from Maria Friedman (below). Minor Formatting changes may be included such as discussed below.

The motion was seconded by Eric on 7-24-19.

Vote:

Andy – For (7/27/19)

Dixie – For (7/29/19)

Carl – For (7/29/19)

Eric – For (7/29/19)

Matt – For (8/1/19)

Jennifer Duhon – For (8/2/19)

Michella – For (8/2/19)

Scott – For (8/2/19)

The motion was approved. Ilona sent the SOP to the Policy Committee for review.)

7. Subcommittee Updates

Chemistry FoPT Subcommittee: Carl – Planning to meet next Tuesday. Continue working on Radiochemistry limits.

PT Program SOP Subcommittee: Eric – They are working on SOP 4-101. They will then begin work on the COI SOP.

FoPT Table Subcommittee: Craig – No updates on WET FoPT table issues. Maria will email Rami about the ARA and she will ask to schedule another call between Rami, Maria and Craig. Craig will give Maria his availability.

Microbiology FoPT Subcommittee: No update on Micro.

Analyte Breakdown Subcommittee: No report.

8. New Business.

None.

9. Action Items

The action items can be found in Attachment B. Action items were not reviewed, but will be reviewed at the next meeting.

10. Next Meeting

The next meeting will be on 8/7/19 in Jacksonville, FL at 1:30pme Eastern.

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

Maria adjourned the meeting at 12:38pm Eastern. (Motion: Fred Second: Dixie 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) Present	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*) Absent	LAB	Energy Laboratories	avalkenburg@energylab.com
Jennifer Duhon (2019*) Absent	Other	Millipore Sigma	jennifer.duhon@sial.com
Matt Sica (2020) Absent	AB	ANAB, ANSI-ASQ National Accreditation Board	msica@anab.org
Patrick Garrity (2019*) Absent	AB	Kentucky DEP	patrick.garrity@ky.gov
Michella Karapondo (2019*) Absent	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
Rachel Ellis (2022*) Present	AB	New Jersey DEP	rachel.ellis@dep.nj.gov

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.
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

	Action Item	Who	Date Added	Expected Completion	Actual Completion
					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.
397	Discuss Vol 3 and 4 implementation with NELAP AC.	Maria	10/18/18	11/15/18	In progress.
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.
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. Lab did not respond, so this is being closed. They need to file a formal complaint. Complete

	Action Item	Who	Date Added	Expected Completion	Actual Completion
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	
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	Complete, but will resend to Carl.
417	Discuss ARA data issue with the NELAP AC.	Maria	4/18/19	5/16/19	Pending
418	Discuss Analyte Code issue with Bill from New Hampshire.	Maria	4/18/19	5/16/19	
419	Prepare list of items needed in SOPs to accomplish Volume 3 and 4.	Maria, Shawn	5/16/19	TBD	
420	Let Jerry know about possible EPA issue with FoPT tables.	Ilona	5/16/19	6/19/19	
421	Send message to Committee to review information on data points vs participants and provide comment by email.	Maria	6/20/19	6/27/19	
422	Send Isomer ARA data to Carl so Chem FoPT Subcommittee can begin work on this.	Maria	6/20/19	7/17/19	

	Action Item	Who	Date Added	Expected Completion	Actual Completion
423	Prepare DRAFT equivalency letter to compare 2009 and 2016 to post on website for PT Provider customers.	Maria	7-18-19	TBD	
424	Complete vote on SOP 4-102.	Maria/Ilona	7-18-19	8-7-19	
425	Vote on SOP 4-107 by email.	Maria/Ilona	7-18-19	8-7-19	

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	