

## **TNI PT Program Executive Committee Meeting Summary**

**August 20, 2015**

### 1. Roll call and approval of minutes:

Chair, Maria Friedman, called the TNI PT Program Executive Committee (PTPEC) meeting to order on August 20, 2015, at 1PM Eastern by teleconference. Attendance is recorded in Attachment A – there were six Executive Committee members present.

Maria reviewed the agenda for today's meeting.

The July 14, 2015 minutes were reviewed. A motion was made by Susan to approve the July 14, 2015 minutes with second by Joe. All voting members present were in favor. The remaining voting members will be requested to vote by e-mail. For consistency, a simple majority of all voting members casting "aye" or "yes" votes is required to approve minutes.

### 2. Chair Update

- Maria noted that the SOP on FoPT Table Management states that the PTPEC, upon approval of any proposed changes to the FoPT tables shall then refer that task to the appropriate FoPT subcommittee for consideration so that they may submit a proposal to the PTPEC. Therefore, no matter how simple is the requested change, the PTPEC should not be making that change themselves without utilizing the subcommittee expertise. Ilona added that this also ensures that the subcommittees always have the most current version of the table for the updates they are working on.

### 3. Old Business

- Inquiry to PTPAs regarding failure rates and percent recoveries: Shawn noted that standard deviations and the number of participants would also be needed. You would need enough data.

The PTPEC needs to have a purpose for asking for this data. Ilona noted that this topic is also linked to two other conversations –

1. Should we only be updating limits for problem analytes?
2. Should we be looking at all of our new limits proactively?

Shawn commented that the PTPEC needs to figure out what it wants to do before asking for any data from the PT Providers or PTPAs.

Maria agreed with the points raised.

Action items will be added to discuss these items with the SOP Subcommittee so that procedural changes can be made.

Andy noted that A2LA showed some analytes with failure rates at 12-20%. He thinks this should be looked at. He thinks the PTPEC needs to know what analytes these are. Are they new limits or limits that remained the same?

Shawn noted that the committee needs to decide what is considered a high failure rate. There is a lot of additional discussion that needs to happen.

- ARA format and form visibility on the TNI website:

This was discussed in Chicago. The TNI Webmaster (William) was present at the meeting so he proactively attempted to solve this issue. Maria sent a copy of a screen shot of the recommended change (Attachment D). William also changed the form to a PDF form that users can actually type into. Many of the previous ARAs were hand written.

The placement of the ARA information on the PTPEC page is great. Andy would like a little more description on who can turn in an application. Maria will bring an updated statement to the next meeting for final approval.

- Review of Action Items

See notes in Action table.

#### 4. Subcommittee Updates

Chemistry FoPT Subcommittee: There have not been enough members to have a meeting the previous month. No new update.

WETT FoPT Subcommittee: Maria summarized the status of the table. Rami approached Brian at DMR QA to add instructions to the DMR instructions. They have not heard back from Brian yet.

Maria asked what the probability is that Brian will make the change. Shawn noted that he usually runs things by the regions, states and PT Providers. Shawn suggested that Maria call Brian to understand the probability of making the change. She will let Rami know she will do this.

Carl joined the call at 1:45pm Eastern.

SOP Subcommittee: The group will meet on August 28, 2015. Maria will ask Stacie for the last version of the current Limits SOP.

Microbiology FoPT Subcommittee: No report. Waiting for discussion to happen at NELAP AC.

FoPT Table Format: This subcommittee is still in a holding pattern. They sent their response to the NELAP AC and are waiting for a response.

Gil left the meeting at 2pm Eastern.

#### 5. Discussion Regarding Interim Standards EL-V1M1 and EL-V2M2

There is a deadline to vote on these standards. These are Interim Standards so only the changes since the VDS are included. The vote closes tomorrow – 8/21/15. If there are no further comments – it will become the TNI Standard.

Volume 3 and 4 comments are now in the review process within the PT Expert Committee. Shawn noted they will be meeting tomorrow at 9am and anyone is welcome to join in on this discussion.

#### 6. New Business

- None

#### 7. Action Items

- See Attachment B.

#### 8. Next Meeting

The next PTPEC teleconference will be held on 9-17-15 by teleconference (*Addition: The meeting date was changed to 9/24/15 by email.*)

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

Maria adjourned the meeting at 2:15pm Eastern.

## Attachment A

### Participants

#### TNI

### Proficiency Testing Program Executive Committee

Members	Affiliation	Contact Information
Maria Friedman (2014) - <b>Present</b>	TestAmerica	949-260-3201 <a href="mailto:maria.friedman@testamericainc.com">maria.friedman@testamericainc.com</a>
Ilona Taunton, Program Administrator <b>Present</b>	TNI	828-712-9242 <a href="mailto:tauntoni@msn.com">tauntoni@msn.com</a>
Eric Smith (2010) <b>Absent</b>	ALS Environmental	904-394-4415 <a href="mailto:eric.smith@alsglobal.com">eric.smith@alsglobal.com</a>
Justin Brown (2011) <b>Absent</b>	Environmental Monitoring and Technologies, Inc.	847-875-2271 <a href="mailto:jbrown@emt.com">jbrown@emt.com</a>
Susan Butts (2012) <b>Present</b>	South Carolina DHEC	(803)896-0978 <a href="mailto:buttsse@dhec.sc.gov">buttsse@dhec.sc.gov</a>
Patrick Brumfield (2012) <b>Absent</b>	Sigma-Aldrich RTC	(307) 721-5488 <a href="mailto:Pat.Brumfield@sial.com">Pat.Brumfield@sial.com</a>
Nicole Cairns (2012) <b>Absent</b>	NY State DOH	(518) 473-0323 <a href="mailto:nicole.cairns@health.ny.gov">nicole.cairns@health.ny.gov</a>
Joe Pardue (2011) <b>Present</b>	Pro2Serve, Inc.	423-337-3121 <a href="mailto:joe_pardue@charter.net">joe_pardue@charter.net</a>
Dr. Andy Valkenburg_(2011) <b>Present</b>	Energy Laboratories, Inc.	406-869-6254 <a href="mailto:avalkenburg@energylab.com">avalkenburg@energylab.com</a>
Ron Houck <b>Present</b>	PA DEP	<a href="mailto:rhouck@pa.gov">rhouck@pa.gov</a>
Matt Sica <b>Absent</b>	ANAB, ANSI-ASQ National Accreditation Board	<a href="mailto:msica@anab.org">msica@anab.org</a>
Dixie Marlin (2015) <b>Absent</b>	Accutest	513-309-3593 <a href="mailto:dixiem@accutest.com">dixiem@accutest.com</a>
Gil Dichter (2015) <b>Present</b>	IDEXX Water	207-556-4687 <a href="mailto:gil-dichter@idexx.com">gil-dichter@idexx.com</a>

## Attachment B

### Action Items – TNI PT Executive Committee

	<b>Action Item</b>	<b>Who</b>	<b>Expected Completion</b>	<b>Actual Completion</b>
185	Send updated DW table with Footnote 15 to NELAP AC for approval.	Stacie	4/1/12	Stacie submitted this. Need to confirm approval. Action: Look to see if this got done. 8/20/15: Maria will follow-up.
214	Update Tin, Total Xylene and Total Cyanide on FoPT tables and submit for approval.	Carl Stacie	Next Meeting	In Progress Ilona will look for this stuff. 8/20/15: Maria thinks Cyanide is done, but need to find status on Xylene and Tin.
233	Review complaint process.	Maria Ilona	5/14/14	In Progress
249	Meet with PTPAs to discuss issues surrounding receiving data for FoPT Limit Updates and complaints. Determine if issue exists and whether subcommittee is needed to address this issue.	Maria	11/13/14	In progress.
251	Follow-up with Rami to provide support to solve footnote issue on WET FoPT Table.	Maria	10/30/14	Still in Progress
253	Check with EPA attorney on requirement that Vinyl Chloride cannot be “0”.	Michella	12/15/14	In progress. 8/20: Maria emailed Michella for status update.
254	Review PT SOP comments by the Policy Committee and add to agenda as appropriate.	Maria Ilona	12/15/14	Waiting for comments.

	<b>Action Item</b>	<b>Who</b>	<b>Expected Completion</b>	<b>Actual Completion</b>
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.
260	Amend FoPT Table Format Subcommittee Scope and distribute for review.	Maria	12/12/14	Maria will send to Ilona. 8/20: Still need.
263	Look into new website design and see if there is an FAQ section that the committee can use to summarize some of their processes – complaint, addition/deletion of analyses to FoPT tables, etc. Talk to IT Committee.	Maria	12/12/14	
264	Update Complaint SOP to reflect Standard requirement that PTPA be contacted.	TBD	TBD	
268	Prepare DRAFT example template to request exceptions to running PTs.	Jeff Lowry Shawn Kassner	3/19/15	Next meeting- 4/16/15 7/14: Maria will follow-up. 8/20: Shawn will work on this for Sept Meeting (Add note about concern that AC will accept this)
269	Prepare DRAFT response to SIRs after meeting with NELAP AC.	Maria	TBD	
271	Provide list of replicates and volumes from WET Subcommittee to PT Providers.	Maria	3/19/15	It gives them information about the methods that PT Provider's

	<b>Action Item</b>	<b>Who</b>	<b>Expected Completion</b>	<b>Actual Completion</b>
				don't have. 8/20: Jeff asked that this be distributed to the PT Providers. Maria will take care of this.
287	Resend Micro ARA information to Lynn Bradley.	Maria	8/20/15	Complete
288	Discuss possible procedural changes to how limits are updated. Talk to SOP Subcommittee.	Maria	TBD	
289	Pull together additional ARA process description for posting on application website page.	Maria	9/30/15	9/1/2015
290	Contact Brian at DMR QA to find out about possibility of changing WETT instructions for PTs. Let Rami know.	Maria	Next Mtg	

## 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	
12	PTPA Evaluation Checklist needs to be updated prior to next round of evaluations.	8-6-13	7/14: Move to Action Items
13	Charter needs to be updated in November.	Ongoing	7/14: Move to Action Items for 2015
14	<p>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.</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> <p>3/20/14: Eric noted that there are some logistics with doing a 6 month review. This may need to be a separate committee so it does not hamper the progress of the Chemistry FoPT Subcommittee.</p> <p>(Coincide with xxx 3:51) Eric no longer thinks we need a separate subcommittee.</p>	2/20/14	Move to Action Items
15	Correct FoPT tables for 2,2'-oxybis(1-chloropropane) once LAMS is updated. It could take 3-6 months.	2-3-15	In progress. Now on Action Table





- TNI
- Consensus Standards Development
- Lab Accreditation (NELAP)
- Proficiency Testing (PT)**
- Field Activities (NEFAP)
- Stationary Sources (SSAS)
- Training & Meetings

## Fields of Proficiency Testing (FoPT)

The PT Program is organized by fields of proficiency testing. The following elements collectively define fields of proficiency testing:

a) matrix type, b) technology/method, and c) analyte.

NELAP: Laboratories that seek to obtain or maintain accreditation shall perform analyses of PT samples for each field of proficiency testing. PT samples shall be obtained from designated approved PT Providers. The laboratory shall obtain PT samples from any so approved PT Provider. The results of the analyses shall be submitted to the PT Provider for scoring.

Note: Laboratories are permitted to analyze one PT sample by multiple methods for a given analyte within a technology. If a laboratory reports more than one method per technology per study, an unacceptable result for any method would be considered a failed study for that technology for that analyte.

NEFAP: Each Field Sampling and Measurement Organization (FSMO) seeking accreditation shall participate in a PT program that is applicable to its scope of accreditation. The FSMO shall receive, analyze, and achieve a passing score on an applicable and available PT sample(s) from a TNI PTPA approved PT Provider for each scope of accreditation.

### Requests for FoPT Changes, Additions, and Removals

The PTPEC reviews all proposals and requests for FoPT table editorial changes, modifications, additions, and removals. FoPT table updates are reviewed and completed in compliance with the procedures outlined within the [FoPT Table Management SOP, 4-107](#). To request an FoPT change, addition, or removal, review the SOP and complete the [Analyte Request Application](#), if applicable.

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Note that all tables are available both as a Microsoft Excel (xls) and an Adobe Acrobat Portable Document Format (pdf) file.

[Open All](#) [Close All](#)

- ▶ NELAP
- ▶ NEFAP
- ▶ Other FoPTs