TNI PT Program Executive Committee
Meeting Summary

August 25, 2016

1. Roll call and approval of minutes:

   Chair, Maria Friedman, called the TNI PT Program Executive Committee (PTPEC) meeting to order on August 25, 2016, at 1:05 PM Eastern by teleconference. Attendance is recorded in Attachment A – there were 5 Executive Committee members present. Associate Members Present: Jennifer Mullins, Rob Knake, Craig Huff and Jennifer Best (1:39pm).

   Maria confirmed that everyone received the meeting information she sent on August 23, 2016.

   The July 28, 2016 and August 9, 2016 meeting minutes were reviewed by the committee.

   A motion was made by Nicole to approve the July 28, 2016 minutes as written. The motion was seconded by Joe and unanimously approved.

   Roll Call Vote:
   Susan - For
   Nicole - For
   Dixie - For
   Joe - For
   Maria – For

   The vote will be completed by email.

   (Addition:
   Eric – For (8/25/16)
   Gil – For (8/25/16)
   Justin – For (8/26/16)
   Jennifer Duhon – For (8/29/16)
   Patrick – For (8/31/16)

   The motion passed and the minutes will be sent for posting on the TNI website.)

   Maria had a question about the August meeting minutes. She asked if the A2LA presentation has been received. Ilona noted that she received a message from Shawn about an Internet issue and he will still be sending them. They will still be included in the final minutes before they are posted.

A motion was made by Nicole to approve the August 9, 2016 minutes as written. The motion was seconded by Joe and unanimously approved.

Roll Call Vote:
Susan - For
Nicole - For
Dixie - For
Joe - For
Maria – For

The vote will be completed by email.

(Addition:
Eric – For (8/25/16)
Gil – For (8/25/16)
Justin – For (8/26/16)
Jennifer Duhon – For (8/29/16)
Patrick – For (8/31/16)

The motion passed and the minutes will be sent for posting on the TNI website.)

2. Chair Updates

- SIRs 26 and 80 – Ilona will let the committee know when the vote is completed.
- NPW and SCM FoPT Tables – The vote was completed and Maria will be forwarding these on to the NELAP AC.
- Xylene – Aaren (Chair, NELAP AC) made an informal request that m,p-Xylene and o-Xylene be separated on the FoPT tables. Right now it is Total Xylene. Ilona asked if an ARA will be needed? Maria will look into this and wait to hear more from Aaren.
- PT Prep Data - Maria did send an email to PT Providers asking whether prep data is being collected. She spoke with the PT Providers that were in CA and most are not collecting the preparation data. They also commented that they can't force labs to provide the data. They will need to update databases if this is needed. They did not think it would be a problem to upload data to Excel or MS Access. Maria noted that the NELAP AC would need to be consulted if this goes further because they would also need to collect this information and there may be impact on their databases.

3. Footnotes in DW Table

Michella is not present today and Maria has not heard if she has gotten a response to the question of whether Footnote 1 should be specific to primary analytes. Nicole does not think the secondary analytes have to be spiked, so the secondary should not have to be footnoted.

The committee was asked to open the current DRAFT for the DW FoPT Table (sent 8/23). This is the proposed language for Footnote 1:

All analytes regulated under the US EPA's Safe Drinking Water Act should be spiked at non-zero Assigned Values.
The term "should" needs to be used instead of "must". This is how it was written.

The committee also discussed the addition of Footnote 16 to Footnote 13. It now reads:

i) Design Criteria for Corrosivity (Langlier Index) - The Assigned Value should be calculated based on the solution ionic strength as calculated from Total Filterable Residue.

Nicole read in the 2016 Standard (Volume 3, Section – 5.5.3.1, 5.5.3.2) and in the 2009 Standard (Sections 6.3.1 and 6.3.2):

6.3.1   PT providers shall prepare samples that are compliant with the criteria defined by the PT Board and published in the TNI FoPT Tables on the TNI website.

6.3.2   When the PT Board makes changes to the PT sample design criteria, PT providers shall comply with the revised requirements per the PT Board's implementation schedule.

Nicole doesn't understand how we are able to require the PT Providers to use acceptance limits, but not the footnotes. The Standard seems to support that criteria can be in the footnotes. There was general agreement. This will be further discussed next month.

4. PT Tables Requiring an Update

There was an action item from the August meeting about reviewing the current FoPT tables and reviewing needs.

Maria found the following:
- The last Protozoa table was posted on 10-6-2014.
- The lead table was effective on 1-3-2012.
- The Microbiology table was last effective on 1-3-2012.
- The Radiochemistry is from 10-1-2007.
- WETT - 7-31-2016
- NPW – 4-1-2016
- SCM – 4-1-2016

Maria asked if the Protozoa table could be updated/reviewed by the Microbiology FoPT Subcommittee. Ilona asked if the table is being used? Is a little research needed to make

sure an update is needed? Jennifer will check in with people familiar with Protozoa and will look at the table to see what needs to be done.

Ilona will try to follow-up on the LEAD table and find out about its use.

This will be further discussed at next month's meeting.

5. FoPT Update Process

Maria provided a copy of the Outline for moving forward with this topic (Attachment D). She has made updates based on the previous meetings. These were reviewed with the committee:

1) Eric's suggestion for subcommittees to notify PTPEC when they encounter, during their review, analytes with high failure rates, when there are insufficient data for an analyte, or analytes that could be potential problems; subcommittee to provide analyte list to PTPEC – *Yes, add to SOP Outline*

2) Eric's suggestion to compare results based on technology – *already in section 5.3.2 of the SOP Outline*

3) Eric's suggestion to determine how frequent Providers spike an analyte – this should be in the PTPA checklist – *Yes, add to SOP Outline for now but may not need to be in the SOP*

Maria asked the committee if they agreed with Eric's suggestion to determine how frequently the PT Providers spike an analyte. This should be part of the PTPA checklist. Should we ask the PTPA's for this type of information? There was no objection, so Maria will add it to the outline.

4) Carl's suggestion to check that there are no big differences in results between Providers – *No, do not add to SOP Outline since we are not supposed to know which Provider submitted which data*

5) Andy's suggestion to also look for analytes with high acceptance rates – *Yes, add to SOP Outline*

Last meeting. Andy thinks we should also be looking at analytes with high acceptance rates, not just high failure rates. Maria will add this to the outline.

6) Shawn's suggestion for subcommittees to review analytes with high failure rates reported in PTPA reports, annually – *Yes, add to SOP Outline*

Last meeting. Shawn noted that the failed analytes could be reviewed by the FoPT subcommittees. Currently the subcommittees do not receive this information. Maria will add this to the Outline

7) Shawn's suggestion to look where the significant changes were made in the previous table and look more closely at this information when the next review is being done – *Yes, add to SOP Outline*

Last meeting, Shawn said look more closely at the areas of the table that were changed previously. Maria will add this to the Outline.

8) Maria's suggestion to add flowchart to SOP – *Maria volunteered to create the flowchart*

Maria would like to see a Flow Chart of the process.

Maria asked if there is anything else that needs to be added to the Outline. She noted that this does not have to be finished today.

Maria reviewed the items under #5 Procedure in the Outline. She reviewed the content of 5.1 through 5.5.

The outline will be updated and sent to committee members for further review and comment.

6. Subcommittee Report

   FoPT Format Subcommittee

   Craig reported that the committee has continued to meet and they expect to have updated tables for review at the end of the month. They will also be posting current minutes.

   Chemistry FoPT Subcommittee

   The subcommittee will not be meeting until they have action items.

   SOP Subcommittee

   The committee has not met.

   Microbiology FoPT Subcommittee

   They received data from the PT providers the end of July. Jennifer Best passed it along to the statisticians and then the subcommittee will begin work.

The PT Providers were given a due date. Maria contacted Jerry during the CA meeting for help to get data from the PT Providers that have not submitted anything yet. Only 3 providers submitted data on time and one submitted it late. There is one more that needs to be followed up on.

Maria asked if data is needed from all the PT Providers. Jennifer noted that they have a lot of data, but she would prefer to have it from all so there is no question about whether the data is representative. She wants to be sure she has enough data. (Note: This is something that should be considered as an addition to the Outline in Attachment D.) At what point do you decide you have enough data – 3 small providers? Only 1 large provider? etc …

Maria will follow-up with Jerry Parr and this will be further discussed next month.

7. New Business

1. Adoption of PT Standards – Volume 3 and 4.

Ken will get the final volumes to the PTPEC in September, so this could be discussed at the October meeting. Once these Standards are accepted by the PTPEC, an effective date will need to be determined.

2. Ilona shared that TNI is looking at restructuring the recognition side of the organization to work better with Non-Governmental AB (NGAB) recognitions. Currently the NGAB's need to be evaluated for each recognition – there are 3 separate onsite visits. We would like to evaluate them once for ISO 17011 and review the specific TNI requirements for Field, PT and The TNI environmental lab standard. This is a heads-up and more information will be available next month. A committee or task force is being formed to include people from PT, NEFAP and NGAB to discuss how this can be done.

Ilona will talk to Stacie and provide a copy of the current PTPA checklist.

Rob likes the idea of combining the various evaluations and not having 3 separate on-sites.

8. Action Items

The action items can be found in Attachment B. Action items will be reviewed during the September meeting.

9. Next Meeting

   The next PTPEC teleconference will be September 22, 2016 instead of September 15th.

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

   Maria adjourned the meeting at 2:42pm Eastern. (Motion: Nicole, Second: Susan Unanimously approved.)

Attachment A

Participants
TNI
Proficiency Testing Program Executive Committee

Members	Affiliation	Contact Information
Maria Friedman (2014) **Present**	n/a	949-307-0949 qamfriedman@gmail.com
Ilona Taunton, Program Administrator **Recording**	TNI	828-712-9242 tauntoni@msn.com
Eric Smith (2010) **Absent**	ALS Environmental	904-394-4415 eric.smith@alsglobal.com
Justin Brown (2011) **Absent**	Environmental Monitoring and Technologies, Inc.	847-875-2271 jbrown@emt.com
Susan Jackson (2012) **Present**	South Carolina DHEC	(803)896-0978 jacksosb@dhec.sc.gov
Nicole Cairns (2012) **Present**	NY State DOH	(518) 473-0323 nicole.cairns@health.ny.gov
Joe Pardue (2011) **Present**	Pro2Serve, Inc.	423-337-3121 joe_pardue@charter.net
Dr. Andy Valkenburg (2011) **Absent**	Energy Laboratories, Inc.	406-869-6254 avalkenburg@energylab.com
Jennifer Duhon (2019) **Absent**	Millipore Sigma	307-3897218 jennifer.duhon@sial.com
Matt Sica **Absent**	ANAB, ANSI-ASQ National Accreditation Board	msica@anab.org
Dixie Marlin (2015) **Present**	Marlin Quality Management, LLC	513-309-3593 marlinquality@gmail.com
Gil Dichter (2015) **Absent**	IDEXX Water	207-556-4687 gil-dichter@idexx.com
Patrick Garrity (2019) **Absent -**	Kentucky DEP	502-319-4040 patrick.garrity@ky.gov
Michella Karapondo (2019) **Absent**	USEPA	**513-569-7141** **karapondo.michella@epa.gov**

Attachment B

Action Items – TNI PT Executive Committee

	Action Item	Who	Expected Completion	Actual Completion
185	Send updated DW table with Footnote 15 to NELAP AC for approval.	Stacie Maria	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. 11/19/15: Ilona reviewed minutes and provided notes to Carl and Maria.
233	Review complaint process.	Maria Ilona	5/14/14	In Progress
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.
264	Update Complaint SOP to reflect Standard requirement that PTPA be contacted.	TBD	TBD	Waiting for input - #233.
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

	Action Item	Who	Expected Completion	Actual Completion
				PT Provider's don't have. 8/20: Jeff asked that this be distributed to the PT Providers. Maria will take care of this. 6/16/16: Maria requested this be deleted from the table.
295	Moved from Backburner: PTPA Evaluation Checklist needs to be updated prior to next round of evaluations. (Originally discussed 8/6/13)	Gil	August 2016	In Progress (Likely complete by 8/2016)
310	Coordinate the update of the SCM FoPT table with Carl and send to NELAP AC for approval.	Maria	3/24/16	3/24/16: Working through Cyanide issue first.
311	Contact Lem Walker about new ARA to remove an analyte.	Maria	3/24/16	3/24/16: Waiting for response from NELAP AC.
317	Provide Carl/Chem FoPT Subcommittee with information to make updates to the DW table.	Maria	6/15/16	
322	Check with EPA on whether DW footnote should be specific to primary analytes.	Michella	8/25/16	
323	Ask Chem FoPT Subcommittee to add Footnote 16 to Footnote 13.	Maria	8/1/16	
324	Survey PT Providers to see who collects sample prep method.	Maria	8/25/16	Complete
325	Check with Stacie and get blank copy of last PTPA Evaluation.	Ilona	9/21/16	

	Action Item	Who	Expected Completion	Actual Completion
326	Check with Jerry regarding missing PT Provider data. TNI assistance in obtaining this data.	Maria	9/21/16	
327	Update Outline (Att D – 8/25/16) and send to committee.	Maria	9/21/16	

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 2016	
16	Moved back to 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.	2/20/14	
17	Discuss possible procedural changes to how limits are updated. Maria talk to SOP Subcommittee.		Need to look at PT database implications.

Attachment D.

SOP Title: TNI Proficiency Testing Program FoPT Update Procedure
Contents Outline:

1.0   Purpose and Applicability
    1.1   Within scope
    1.2   Out of scope

2.0   Summary

3.0   Related Documents
    3.1   SOP 4-101 re. Calculation of Acceptance Limits
    3.2   SOP 4-107 re. FoPT Table Management

4.0   Definitions
    4.1   FoPT
    4.2   FoPT Table
    4.3   Acceptance Limits
    4.4   TNI Analyte Code
    4.5   TNI Analyte Name
    4.6   Subject matter expert

5.0   Procedure

    5.1   What triggers an FoPT Table update?
        5.1.1   Scheduled review cycle
            5.1.1.1 Routine cycle = x number of years?
            5.1.1.2 6 months after new limits are effective?
            5.1.1.3 Which FoPT Table goes first
        5.1.2   Problematic analytes or high failure rates reported for specific analytes
            5.1.2.1 From PTPA reports
            5.1.2.2 Other sources
        5.1.3   New analyte (ARA)
        5.1.4   Complaint

    5.2   Request PT Data
        5.2.1   Who requests data
            5.2.1.1 Follow TNI procedure (TBD)
        5.2.2   What data type or info to request from PTPs
            5.2.2.1 See PT Standard 2016
        5.2.3   How much data to request (how old)
            5.2.3.1 Do not request data from time period that was requested before

    5.3   Review in Progress

5.3.1 Review per Table

5.3.2 Review based on technology/method used

5.3.3 Review based on analyte performance

5.3.4 Do not re-use data that have been used in previous table updates

5.3.5 Do we have a Subject Matter Expert in the FoPT subcommittee?

5.4 Tracking changes made

5.4.1 Evaluate change in limits – is this statistically significant?

5.4.2 Monitoring performance of new analytes

5.4.3 Monitoring performance when new prep method is used

5.5 Reports to PTPEC

5.5.1 FoPT Table in MS Excel or MS Access (or both) report format

5.5.2 Use color coding for changes made

5.5.3 Rationale for changes, if not already known or previously reported to PTPEC

6.0 Records Management

6.1 FoPT Subcommittee Chair to be record keeper until FoPT Table is approved and assigned a new effective date. Thereafter, relinquish all data to TNI for archiving.

6.2 Subcommittee meeting minutes required – approve and then post on TNI website

7.0 Responsibilities