

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

**April 20, 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 April 20, 2017, at 1:02pm Eastern. Attendance is recorded in Attachment A – there were 11 members present. Associate Members present: Andy Valkenburg, Craig Huff, Reggie Morgan, Carl Kircher (joined in at 1:20pm) and Stacie Crandall (joined in at 1:50pm).

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

Maria reviewed the March 16, 2017 minutes with the committee. Nicole motioned to approve the March 16, 2017 minutes as written. Matt seconded the motion and the motion was unanimously approved.

### 2. Chair Update

- NPW and SCM FoPT Tables: Maria has notified the PT Providers, PTPAs and NELAP AC of the effective date for these tables. No concerns were expressed. Craig commented that there were a lot of changes to the SCM table.
- Maria noted that there have been some instances where labs have reported the wrong method when reporting PTs. It appears the providers are only looking at the result and not the method. Jennifer confirmed that they let the lab determine the method and they do not scrutinize this. Craig and Fred agreed. The labs need to be more diligent on their entries.
- Maria sent the updated DW table without Footnote 15 to the NELAP AC.
- Maria noted that two ABs think the PTPEC should have a different listing for each Cyanide with its proper code (e.g., Total, Amenable, Available). The committee will review this when it receives the FoPT Format subcommittee's report on differences between LAMS and FoPT tables. Andy supports the idea of including the different forms.

### 3. Charter

Maria reviewed the Draft Charter distributed with the agenda. Ilona noted that the success measures under the first bullet are too vague. This sparked continued discussion and all the success measures were re-evaluated and updated.

The final draft after comments is included in Attachment D. The red text shows the changes made during the meeting. Maria will distribute this Final Draft for voting by email. (*Addition: The Final Draft was distributed on May 11<sup>th</sup> for review and comment.*)

#### 4. FoPT Tables from FoPT Table Format Subcommittee

The subcommittee prepared a detailed table in Excel that compares LAMS to our FoPT tables (File: LAMS vs FOPT – NPW only). This table was sent out this morning. The table reviewed today is the NPW table. Craig reviewed specific examples of differences. The committee's scope was to find the differences.

Eric asked how the LAMS is populated. Maria noted that Dan Hickman is the lead for LAMS. He has a compendium of methods that he uses to determine what should be in LAMS. The users of the information can also request updates, changes, and addition of new analytes. There is a QC group (in addition to Dan Hickman) within the IT Committee that receives and reviews all requests for new analytes but only Dan Hickman assigns codes for methods and analytes. Maria does not believe the FoPT tables were reviewed as LAMS was set-up.

Andy believes that the FoPT tables follow the regulations more closely. Eric agreed. The PT Providers need the analyte codes to report data. Eric and Andy gave examples where they think the FoPT tables are more appropriate or correct.

What should the PTPEC do now?

The ABs follow LAMS. The FoPT tables are more descriptive. Should LAMS follow the FoPT tables or should the FoPT tables follow LAMS?

Discussion:

- Fred noted that LAMS should follow the FoPT tables.
- Nicole thinks the table should be presented to the NELAP AC and the IT committee before the PTPEC makes any decisions about next steps.
- Eric commented that there are more laboratories than providers and they will be impacted by these changes. We should be looking at ways to minimize impact on labs if possible.
- Andy asked if PT Providers are using FoPT tables or LAMS? They are using analyte codes. The subcommittee did not look at analyte codes to see if there were better analyte codes to use. They only looked to see if the same analyte code was used between LAMS and the FoPT Tables. Most states also use Analyte Codes in their databases.
- Nicole noted that changes in names may not impact labs and programs as much because they are using analyte codes. Eric disagrees. Labs rely on names. He

would like to know if it is a code to code link with PT Providers. The PT Providers on the call noted they use the code.

- Eric noted that there is no reason that CAS numbers should be different.
- Eric asked Maria if she can ask the IT Committee, if ultimately the preference is to use LAMS, will they be open to make changes to some of the names.

Maria will start with talking to Dan and report back at the next call. She asked the committee to review this first table and provide comments by email.

## 5. Subcommittee Report

### FoPT Table Format Subcommittee

The NPW table was submitted for review. The committee liked the format of the table sent and the subcommittee has the go ahead to finish up the other comparisons.

### Chemistry FoPT Subcommittee

Carl has the radiochemistry data. Ilona will send Carl a reminder to forward the data received to Steve Arpie to begin review of the data. The committee can't begin meeting until the data has been worked up.

### SOP Subcommittee

Maria will send a formal request to the Subcommittee to begin working on updating SOPs to include new FoPT table review procedures. She will also include the back burner items.

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

### Microbiology FoPT Subcommittee

The subcommittee will begin meeting again after the data has been analyzed by the statisticians. Resources are a little challenged, but it is being worked on.

## 6. New Business.

- None.

## 7. Action Items

The action items can be found in Attachment B. They were reviewed and notes are included on the table.

## 8. Next Meeting

The next PTPEC teleconference will be May 25, 2017. This is a week later than normal. 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 2:34 pm Eastern. (Motion: Fred Second: Scott Unanimously approved.)

## Attachment A

### Participants

#### TNI

#### Proficiency Testing Program Executive Committee

<b>Members</b>	<b>Rep</b>	<b>Affiliation</b>	<b>Contact Information</b>
Maria Friedman (2020) <b>Present</b>	AB	California Water Board	949-307-0949 <a href="mailto:Maria.Friedman@waterboards.ca.gov">Maria.Friedman@waterboards.ca.gov</a>
Ilona Taunton, Program Administrator <b>Present</b>		TNI	828-712-9242 <a href="mailto:tauntoni@msn.com">tauntoni@msn.com</a>
Eric Smith (2019) <b>Present</b>	Lab	ALS Environmental	904-394-4415 <a href="mailto:eric.smith@alsglobal.com">eric.smith@alsglobal.com</a>
Susan Jackson (2018) <b>Present</b>	AB	South Carolina DHEC	(803)896-0978 <a href="mailto:jacksosb@dhec.sc.gov">jacksosb@dhec.sc.gov</a>
Nicole Cairns (2018) <b>Present</b>	Lab	NY State DOH	(518) 473-0323 <a href="mailto:nicole.cairns@health.ny.gov">nicole.cairns@health.ny.gov</a>
Jennifer Duhon (2019*) <b>Present</b>	Other	Millipore Sigma	<a href="tel:307-3897218">307-3897218</a> <a href="mailto:jennifer.duhon@sial.com">jennifer.duhon@sial.com</a>
Matt Sica (2020) <b>Present</b>	AB	ANAB, ANSI-ASQ National Accreditation Board	<a href="mailto:msica@anab.org">msica@anab.org</a>
Dixie Marlin (2018*) <b>Present</b>	Other	Marlin Quality Management, LLC	513-309-3593 <a href="mailto:marlinquality@gmail.com">marlinquality@gmail.com</a>
Gil Dichter (2018*) <b>Present</b>	Other	IDEXX Water	207-556-4687 <a href="mailto:gil-dichter@idexx.com">gil-dichter@idexx.com</a>
Patrick Garrity (2019*) <b>Present</b>	AB	Kentucky DEP	502-319-4040 <a href="mailto:patrick.garrity@ky.gov">patrick.garrity@ky.gov</a>
Michella Karapondo (2019*) <b>Absent</b>	Other	USEPA	513-569-7141 <a href="mailto:karapondo.michella@epa.gov">karapondo.michella@epa.gov</a>
Fred Anderson (2020*) <b>Present</b>	Other	Advanced Analytical Solutions, LLC	<a href="mailto:Fred@advancedqc.com">Fred@advancedqc.com</a>
Jennifer Mullins (2020*) <b>Present</b>	Lab	Upper Occoquan Service Authority	<a href="mailto:jennifer.mullins@uosa.org">jennifer.mullins@uosa.org</a>
Scott Haas (2020*) (Joined at 1:20pm) <b>Present</b>	FSMO	Environmental Testing, Inc.	405-401-7344 <a href="mailto:shaas@etilab.com">shaas@etilab.com</a>

## Attachment B

### Action Items – TNI PT Executive Committee

	<b>Action Item</b>	<b>Who</b>	<b>Date Added</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. 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)
326	Check with Jerry regarding missing PT Provider data. TNI assistance in obtaining this data.	Maria		9/21/16	Complete (Data received.)
330	Add updated footnotes to the DW Table and tag analytes as appropriate.	Maria		11/14/16	Complete
333	Lead FoPT table needs to be archived.				Complete (Completed last week.)
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.
340	Send final copy of SOP 4-105 to Ilona for distribution to Policy Committee.	Maria		3/15/17	Complete
343	Notify PT Providers and	Maria		TBD	

	<b>Action Item</b>	<b>Who</b>	<b>Date Added</b>	<b>Expected Completion</b>	<b>Actual Completion</b>
	PTPAs about delay of Volume 3 and 4 implementation.				
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
345	Update DW table and re-send to NELAP AC.	Maria	3/16/17	4/15/17	Complete
346	Check on status of lead table.	Maria	3/16/17	4/15/17	Compete
347	Send out Final Charter for voting.	Maria	4/20/17	4/18/17	
348	Discuss LAMS and FoPT differences with Dan Hickman and report back at next meeting.	Maria	4/20/17	4/25/17	
349	Review LAMS/FoPT Table Differences document. Provide comments by email and next meeting.	ALL	4/20/17	4/25/17	
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	
351	Review SOP 4-102.	All	4/20/17	4/25/17	
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	All	2/20/14	TBD (see #350)	

	<b>Action Item</b>	<b>Who</b>	<b>Date Added</b>	<b>Expected Completion</b>	<b>Actual Completion</b>
	<p>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>				
353	<p>Discuss possible procedural changes to how limits are updated. Maria talk to SOP Subcommittee. (Need to look at PT database implications.)</p>	All		TBD	



**Attachment C**

**Backburner / Reminders – TNI PT Executive Committee**

	<b>Item</b>	<b>Meeting Reference</b>	<b>Comments</b>
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	
16	<p>Moved back to Backburner (originally discussed 2/20/14) :</p> <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>	2/20/14	Move to Attachment B.
17	<p>Discuss possible procedural changes to how limits are updated. Maria talk to SOP Subcommittee.</p> <p>(Need to look at PT database implications.)</p>		<p>Need to look at PT database implications.</p> <p>Move to Attachment B.</p>
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## Proficiency Testing Program Executive Committee

Charter

(DRAFT Revised: 04-20-2017)

### 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 approved
3. A listing of organizations that are recognized by TNI's approved 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:
  - o Lab or FSMO
  - o AB
  - o 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, **through the use of established committee SOPs and the evaluation of PTPA reports**
  - **Success Measures:**
    - o PTPEC periodically evaluates the effectiveness of the PT Program **and the FoPTs through the review of the FoPT Tables, committee SOPs, and PTPA reports**
    - o PTPEC continually evaluates and establishes success measures and goals to target opportunities for improvement **through the use of TNI's internal audit process and the evaluation of PTPA reports**
- Implement an oversight program that ensures PT Providers are competent to operate environmental PT programs
  - **Success Measures:**
    - o PTPA applications are received and evaluated **in a timely manner**
    - o PTPAs that are approved meet the requirements of the TNI Standards
- Ensure that FoPTs are appropriate for their intended use
  - **Success Measures:**
    - o 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 and NGABs pay for the cost of 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