

TNI PT Program Executive Committee Meeting Summary

November 21, 2013

1. Roll call and approval of minutes:

Chair, Stacie Metzler, called the TNI PT Program Executive Committee (PTP EC) meeting to order on November 21, 2013, at 1:05 PM EST. Attendance is recorded in Attachment A – there were 8 Executive Committee members present. Associate members Present: Rob Knake, Shawn Kassner and Jeff Lowry.

The meeting minutes from October 17, 2013 were reviewed. Nicole motioned to approve the minutes as written. Susan seconded the motion and it was unanimously approved.

2. Chair and Vice-Chair of Committee

Stacie announced that she will stepping down as chair of the committee. A new chair needs to be elected in January. A Vice-Chair will also need to be elected. Both Eric and Stacie plan to remain on the committee, but time commitments have changed.

3. Chemistry FoPT Table Subcommittee

Carl and Dan Dickinson will be handling the compilation of new data for FoPT updates.

Non-Potable Water Table. A message was received that the table that was reposted after the TSS issue was addressed is not the same version that was originally up. The headers are missing and there is an additional footnote (#18). Stacie thought she might have provided the wrong table for the update. Other people who had archived copies of what was posted and implemented on July 1, 2013 agreed that the headers were on the original copy.

Ilona will get a copy of the original FoPT posting from William. Stacie and she will review the document and see what has changed and formulate a plan.

Drinking Water: Still need to follow-up on Cyanide. The correct analyte code is needed from Dan Hickman. Michella volunteered to take this as an action item. Footnote 15 for Xylene also needs to be updated on this table. It will then be ready to go to the NELAP AC for approval.

4. New Analyte Application

Jeff Lowry prepared an application to add analytes to the table. Cathy Westerman from Virginia sponsored the application.

Carl commented that this is really an application for a different concentration range, not for specific analytes to be added. They should be titled low-level.

It was commented that the Chemistry FoPT Subcommittee needs to look at this.

The committee reviewed SOP 4-107 – Section 6.3.1. These are the steps to approve a new analyte. She asked the committee to review the application for discussion in December.

5. SOP Updates

A motion was made to approve the update to SOP 4-107. The motion was seconded by Susan.

Vote: 7 – For 0 – Against 1 – Abstain (Carl Kircher)

Addition: As per the Voting SOP (SOP 4-105) a simple majority quorum vote is needed. The motion has passed.

The next SOP that will be worked on by the SOP Subcommittee is the Acceptance Limit Update SOP. Stacey Fry (member of the Chemistry FoPT Subcommittee) will be working on this SOP too.

6. Micro Subcommittee

Susan reported that the committee met a couple of weeks ago. They are assigning quantitation ranges to the qualitative drinking water FoPTs.

7. FoPT Table Format Subcommittee

The subcommittee had their first meeting this morning. The subcommittee is focusing on the tables that are currently finalized. They will not be adding any FoPTs. They will add the CAS number to the table format and add technology/method.

The finalized charter will be posted in the next meeting minutes. The PTP EC will vote to finalize the DRAFT at the December meeting.

8. PT Program Evaluation and Database:

Stacie is looking for someone to take the lead on this subcommittee, but did not get any volunteers. Stacie and Ilona will meet to figure out next steps.

National Average is not something that is being done right now. There is still a need to look at the database.

It was commented that the committee needs more membership to work on the many tasks that committee is working on. Stacie will do a membership call at the January meeting.

9. Louisville, KY Meeting

People planning to attend: Michella, Pat, Stacie, Rob, Shawn and Andy.
Not attending: Carl does not have approval at this time.

The General Session will include an over of the PT Program. The following topics were suggested for inclusion:

- Micro Subcommittee has addressed one scope item.
- Overview of all subcommittee work – Microbiology, SOPs, and FoPTs.
- Expected revisions to FoPT tables.
- FoPT Applicaton

10. Committee Membership

The associates left the meeting so membership could be discussed.

Two applications were considered for the two open AB spots.

A motion was made by Carl to add both candidates to the committee in the AB stakeholder group. The motion was seconded by Patrick and unanimously approved.

Stacie will contact each person and confirm membership and then Ilona will forward the candidates to the TNI Board chair for approval.

Additional Note: Matt Sica (ACLASS) and Ron Houcks (PA DEP) have been added as new members starting with the December 2013 meeting.

11. New Business

- ELAB is talking about a database. This database is separate from the databases both of the PTPAs manage as part of PT Provider oversight, and is beyond the scope of the

PTPEC. There have been different approaches discussed for the PTPEC to obtain information from the PTPAs to evaluate PT Program, and a database approach was one option discussed.

- The topic of the name correction/change started at the October meeting will be discussed in December - Bis(2-chloro-1-methylethyl)ether CAS# 108-60-1 and 2,2'-oxybis(1-chloropropane).

12. Action Items

- See Attachment B.

13. Next Meeting

The next meeting will be confirmed by e-mail – December 19, 2013 at 1pm EST.

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

The meeting was adjourned at 2:30pm EST. Nicole motion Andy second.
Unanimously approved.

Attachment A

Participants

TNI

Proficiency Testing Program Executive Committee

Members	Affiliation	Contact Information
Stacie Metzler (2009) CHAIR Present	HRSD	757-460-4217 smetzler@hrsd.com
Ilona Taunton, Program Administrator Present	TNI	828-712-9242 tauntoni@msn.com
Eric Smith (2010) VICE-CHAIR Present	ALS Environmental	904-394-4415 eric.smith@alsglobal.com
Justin Brown (2011) Present	Environmental Monitoring and Technologies, Inc.	847-875-2271 jbrown@emt.com
Susan Butts (2012) Present	South Carolina DHEC	(803)896-0978 buttse@dhec.sc.gov
Carl Kircher (2010) Absent	Florida DOH	904-791-1574 carl_kircher@doh.state.fl.us
Patrick Brumfield (2012) Absent	Sigma-Aldrich RTC	(307) 721-5488 Pat.Brumfield@sial.com
Michella Karapondo (2011) Absent	USEPA	513-569-7141 karapondo.michella@epa.gov
Jennifer Loudon (2013) Present	Raritan Township Municipal Utilities Authority	(908) 782-7453 x19 JLoudon@rtmua.com
Nicole Cairns (2012) Present	NY State DOH	(518) 473-0323 nlc02@health.state.ny.us
Joe Pardue (2011) Present	Pro2Serve, Inc.	423-337-3121 joe_pardue@charter.net
Dr. Andy Valkenburg (2011) Present	Energy Laboratories, Inc.	avalkenburg@energylab.com 406-869-6254
OPEN	Looking for an AB.	
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Attachment B

Action Items – TNI PT Executive Committee

	Action Item	Who	Expected Completion	Actual Completion
165	Follow-up on need for NEFAP EC approval of the FSMO FoPT Table.	Eric	Next Meeting	4/18/13: Ilona – will ask NEFAP EC if they need to approve the Lead table.
185	Send updated DW table with Footnote 15 to NELAP AC for approval.	Stacie	4/1/12	Stacie submitted this. Need to confirm approval.
196	Prepare final response to Complaint and forward to committee for approval.	Stacie	10-18-12	
205	Follow-up on membership candidates.	Stacie	6/19/13	In progress.
208	Work with Dan Hickman on any method code issues regarding Tin and Cyanide issues.	Stacie	8/6/13	
212	Submit updated Table Management SOP to committee for review.	SOP Subcommittee	Next Meeting	Complete
213	Update FoPT Subcommittee lists and give to Ilona for corrections on the website.	Stacie	Next Meeting	
214	Update Tin, Total Xylene and Total Cyanide on FoPT tables and submit for approval.	Carl Stacie	Next Meeting	In Progress
215	Complete vote on SOP 4-107 by email.	Stacie	11/19/13	
216	Review analyte application.	All	11/19/13	

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	
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	
13	Charter needs to be updated in November.	Ongoing	