

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

**December 16, 2021**

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

Chair, Shawn Kassner, called the TNI PT Program Executive Committee (PTPEC) meeting to order at 1pm EDT on December 16, 2021 by teleconference. Attendance is recorded in Attachment A – there were ten (10) members present. Associate members present: Amy DeMarco, Reggie xx, Nicole Cairns and Jennifer Best (until 2pm).

Shawn asked for confirmation that everyone received the agenda and meeting information.

Shawn distributed the October meeting minutes for review. A motion was made by Fred to approve the October 21, 2021 minutes as written. The motion was seconded by Jennifer Duhon and unanimously approved.

## 2. Chair Update

- WET FoPT Subcommittee – Shawn will reach out to Rami to develop this Subcommittee.
- Shawn joined the Advocacy call to talk about ways to update the PT Position Paper. This will help us reach out to non-TNI ABs to help get them involved.
- Shawn will not be able to attend the Winter Meeting in San Antonio. Fred will be chairing the meeting as Vice-Chair. Committee Members planning to attend – Carl Kircher, Fred Anderson, and Prasanth is checking to see if he can attend. No other members on the call are planning to attend.

## 3. Charter

The Charter was reviewed by the Policy Committee, and they had some recommended changes.

They would like to delete the note in Objective 1. Policy is planning to take this issue and develop an SOP to address it.

Wording is being added about Criteria to trigger FoPT analyte reviews.

Objective 2 – Recommendations to make some of the success measures read less like Action Items. Recommendation accepted.

Objective 3 - Recommendations to make some of the success measures read less like Action Items. Recommendation accepted.

Objective 4 – The Committee does not think the success measure should be entirely deleted. The Committee should be taking action on problem analytes. This idea will be reworded as a Success Measure under Objective 1.

Objective 5 – Add emphasis on outreach but accept language. Outreach to provide better understanding etc...

Objective 6 – Part of all Charters.

All other changes accepted.

Fred made a motion to accept the Policy Committee recommendations with an additional bullet on 1 and outreach language on 5. Rachel seconded. No further discussion. Unanimous approval.

Shawn will send the updated Charter to Ilona and she will finalize it for Policy Review tomorrow.

#### 4. Radiochemistry Uncertainties

Shawn will be calling in for the special meeting in San Antonio to discuss this topic. Radiochemistry feels strongly about this. PT Expert will also be involved.

Ilona clarified that this is not an open meeting. If someone wants to attend because they have something to add ... talk to Ilona about an invitation. Carl will be attending in person.

#### 5. SOP 4-107

Shawn reviewed the changes the PT SOP Subcommittee made to the SOP since it was last reviewed and approved by the Committee.

Shawn would like everyone to have a chance to review this SOP and vote on it, so he will send it out for an email vote. Since it relates to FoPT Tables, a 2/3 vote of the committee is required.

#### 6. Internal Audit Checklists

Needs to be completed in January or first week of February.

## 7. NELAP AC – Discussion Points

The NELAP AC is asking for a discussion with the PTPEC. Shawn is asking that people review the email they sent and start thinking about what the PTPEC needs to address.

There are requirements about PT Providers that should be addressed by the PT Expert Committee.

Shawn thinks there is some confusion on how the ABs use the FoPT tables.

The plan will be to have NELAP AC members join the February call: Travis, Carl and Victoria.

These are issues that have been around for a long time, and it will be good to work through all of this.

## 8. Advocacy – PT Position Paper

Shawn will be looking for volunteers to help with this. Shawn emailed the current position paper and SOP to the Committee.

## 9. Membership review.

Need to send out resumes in January. Plan to discuss and vote in February. Mention in San Antonio too.

## 10. Subcommittee

### Chemistry FoPT Subcommittee

Amy now has the data from the PFAS survey. There were 8 responses. It is not clear whether the survey was sent out to all the PT Providers to collect info. Need to follow-up on this.

## 11. New Business.

None

## 12. Action Items

The action items can be found in Attachment C (new format). Attachment B includes a list of reminders.

## 13. Next Meeting

The next meeting will be in San Antonio on January 20 , 2021 at 3pm Eastern. (*Addition: The Committee did not meet in November.*)

Shawn adjourned the meeting at 2:32pm EDT.

**Attachment A**  
**Participants**  
**TNI**  
**Proficiency Testing Program Executive Committee**

<b>Members</b>	<b>Rep</b>	<b>Affiliation</b>	<b>Contact Information</b>
Shawn Kassner (2023*) (Chair) <b>Present</b>	Lab	Pace	shawn.kassner@pacelabs.com
Ilona Taunton, Program Administrator  <b>Present</b>		TNI	tauntoni@msn.com
Carl Kircher (2024)  <b>Present</b>	AB	Florida Department of Health	Carl.Kircher@flhealth.gov
Andy Valkenburg (2024)  <b>Present (1:45pm Eastern)</b>	Other	QASE Inc.	cvalkenbur@aol.com
Jennifer Duhon (2022)  <b>Present</b>	Other	Millipore Sigma	jennifer.duhon@sial.com
Patrick Garrity (2022)  <b>Absent</b>	AB	Kentucky DEP	patrick.garrity@ky.gov
Michella Karapondo (2022)  <b>Present until 2:07pm Eastern</b>	Other	USEPA	karapondo.michella@epa.gov
Fred Anderson (2023)  <b>Present</b>	Other	Advanced Analytical Solutions, LLC	Fred@advancedqc.com
Jennifer Bordwell (2023)  <b>Present</b>	Lab	Upper Occoquan Service Authority	jennifer.bordwell@uosa.org
Scott Haas (2023)  <b>Absent</b>	FSMO/ LAB	Environmental Testing, Inc.	shaas@etilab.com
Rachel Ellis (2022*)  <b>Present</b>	AB	New Jersey DEP	rachel.ellis@dep.nj.gov
Patrick Selig (2024*)  <b>Present</b>	AB	ANAB	pselig@anab.org
Sennett Kim (2024*)  <b>Present</b>	AB	A2LA	skim@a2la.org
Prasanth (2024*)  <b>Present (1:15pm Eastern)</b>	AB	ISA	pramakrishnan@iasonline.org

**Attachment B**

**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	See meeting reference for details.
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	To be added to 2021 goals.

Attachment C: PTPEC Committee Action Item Summary – 2021

Item	Task Description	Document Number	TNI Contact	Task Added	Start Date	Due Date	Complete Date	Comments
295	PTPA Checklist needs to be updated to 2016 Standard.		Ilona		TBD	April 2021		2/17/21: Ilona has a DRAFT for SASS. Shawn and Ilona need to develop PTPA's from 2016 Standard. 5/20/21: Ilona sent Shawn a DRAFT PTPA checklist.
349	FoPT Table Subcommittee: - Review LAMS table vs FoPT table. - WET FoPT table format needs to be finalized.			4/20/17	4/20/17			2/17/21: Changes have been corrected for all tables except WET. The WET FoPT subcommittee will take this on as part of the development of the new table. The review of LAMS was completed.
368	Forward Jerry's question to Chemistry FoPT Subcommittee. (Analyte code change for the non-polar extractable materials.)			8/24/17	8/24/17			2/17/21: SMK to discuss this issue with the PTPEC as to the impact and process of database changes. 2/18/21: Shawn had communication with Jerry and Dan. HEM and HEM-Silica Gel changes made to FoPT table.
431	Discuss with IT Committee the need for LAMS updates to be communicated to the PTPEC.			10/31/19				2/17/21: Shawn to discuss with Mei Beth and Jerry.
432	DW FoPT Table – Lines 17-26 need to be reviewed with LAMS Administrator. PTPEC is going to use what was originally in the table instead of what is currently in LAMS.			10/31/19				2/17/21: Shawn will follow-up with Dan to complete.

Item	Task Description	Document Number	TNI Contact	Task Added	Start Date	Due Date	Complete Date	Comments
437	Reach out to Sennet Kim and ANAB to confirm there is still an issue related to SCM FoPT table metals footnotes for fixed limits.			3/26/20	3/26/20			2/17/21: On-going Shawn working with William to access data.
445	Send PCB survey to Ilona so she can arrange to have it sent out.		Shawn Ilona	6/18/20	6/18/20			9-17-20: Shawn is working on this and will get to Ilona when complete.
454	Form WET FoPT Subcommittee		Shawn	2/18/21				2/18/21: Shawn will ask Rami for membership recommendations. 3/18/21: Shawn to talk to Rami about chairing Subcommittee.
455	Update SOP 4-107: FoPT Table Management	SOP 4-107	PTP SOP Subcommittee	2/19/21				2/18/21: Need procedures to make non-ARA changes to the table? 3/16/21: Received initial Policy Committee comments to review.
456	Update SOP 4-101: Recommendation, Evaluation, and Calculation of Acceptance Criteria and Applicable Concentration Ranges for Proficiency Tests	SOP 4-101	PTP SOP Subcommittee	2/18/21	2/18/21			2/18/21: Combined workgroup established to complete SOP. 3/18/21: workgroup met and SOP Subcommittee will send final DRAFT to Chemistry FOPT Subcommittee for examples.
457	FoPT table updates sent by email	- DW FoPT - NPW FoPT - SCM FoPT - DW Rad FoPT		2/18/21	2/18/21		5/31/21	2/18/21: Shawn will check-in with PTPAs, NELAP AC, and PT Providers about implementation timing so PTPEC can set an effective date. 5/31/21: FoPT tables posted on the TNI website.
458	Improve communication with non-TNI AB stakeholders.			2/18/21				



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459	ARA: PFAS on DW table		Chemistry FoPT Subcommittee	12/1/20				12/1/20: ARA sent to Chemistry FoPT Subcommittee 2/18/21: Shawn has requested data. Subcommittee will start working on this after data is received. 5/21/21: Data has been received. There may not be enough. Need to determine next steps.
460	Develop PT Program metrics			2/18/21	5/21/21			
461	Finish update to Radiochemistry FoPT Table	- DW Rad FoPT		2/18/21				2/18/21: Table submitted to PTPEC. PTPEC waiting for SOP 4-101 to be complete before reviewing table.
462	Feasibility: Radiochemistry Uncertainty to PT Evaluations			2/18/21				
463	Feasibility: Technology Based PTs			2/18/21				
464	Feasibility: Add Prep Methods on FoPT tables			2/18/21				
465	Feasibility: Air and Emissions PTs			2/18/21				
466	Meet with SSAS Expert Committee to better define PTPEC's.							Does PTPEC vote on tables as they get updated? 6/21/21: Discussed on 6/17/21 with Committee. Meet with Jerry on 6/21/21. PTPEC no longer provides administration or maintenance for SSAS. Need to update PTPEC definition. Still works with audit sample provider accreditors.
467	Update Charter			4/22/21	5/21/21			10/21/21: Charter completed and sent to Policy for review.

