

Draft
TNI PT Program Executive Committee
Meeting Summary
September 24, 2025

1. Roll call:

Chair, Susan Jackson, called the TNI PT Program Executive Committee (PTPEC) meeting to order at 11am Eastern on September 24, 2025. Attendance is recorded in Attachment A – there were ten (10) voting members present. Associate members present were T.M. Chandrasekhar and Ilona Taunton.

A quorum was present for the meeting.

2. Approval/modifications of agenda

There were a number of changes to the agenda resulting primarily from the need to address SOP 7-101 (TNI Accreditation Body Evaluation and Recognition Procedure used by the PT Program Executive Committee and NEFAP Executive Committee). The modified agenda presented below was approved by unanimous consent.

3. Review August 27, 2025 meeting minutes

The minutes from the August 27, 2025, meeting were presented for review. The minutes include the summary of the PTPEC meeting from the Monday August 4, 2025, session of the Environmental Measurements Symposium in St. Louis, MO. After minor editorial changes, the modified minutes were unanimously approved following a motion by Craig and a second by Tim. Minutes will be forwarded to William for posting.

4. Review of Draft SOP 7-101(TNI Accreditation Body Evaluation and Recognition Procedure used by the PT Program Executive Committee and NEFAP Executive Committee)

Ilona initiated discussion of the SOP 7-101 by describing that the immediate attention of the need for PTPEC review and approval was for maintenance of the existing Evaluation schedule. In attempts to develop the schedule, issues involving conflicts of interest and lack of available evaluators, consistent with the existing practices, required changes to be made to the SOP. Ilona then completed a detailed review of SOP 7-101 enumerating the changes made to both improve the process and resolve the stated concerns.

Following discussion, a motion to approve SOP 7-101 was presented by Lisa and seconded by Amanda. The following was the vote of the PTPEC members.

PTPEC Member Name	Vote
Susan Jackson	aye
Amy DeMarco	aye
Marina Aziz	absent
Nilda Cox	aye
Jack Denby	aye
Rachel Ellis	aye
Amanda Fehr	aye
Craig Huff	aye
Michella Karapondo	absent
Tim Miller	abstain
Prasanth Ramakrishnan	absent
Patrick Selig	absent
Lisa Stafford	aye

The motion to approve SOP 7-101 passed with a super majority and one abstention.

5. Volume 4 – Develop PTPEC Comments

The PTPEC has requested a 30-day extension to conclude its review of the Draft Standard (DS). This request is anticipated to be addressed at the next PTEC meeting on October 3, 2025.

Susan shared the document previously distributed to all committee members and began a section-by-section review of the DS for EL V4 provided by the PTEC. Her comments and the results of these discussions will be distributed to all committee members for their review. It is anticipated that the collection of comments can be prepared for submission to the PTEC following the October meeting of the PTPEC.

6. Subcommittee Updates

- **Chemistry FoPT Subcommittee**
Did not meet since last update
- **WET FoPT Subcommittee**
Subcommittee submitted revised FoPT table for consideration but subcommittee chair not available for presentation. Will be tabled until next meeting
- **PTPEC SOP Subcommittee (update provided after the meeting)**
We are narrowing in on re-establishing our meeting time and I think very close to being complete with this last review. I am hopeful that it will be just 2-3 meetings to wrap up the feedback changes from Jerry.

As time was running short, and the review of SOP 4-109 was considered a higher priority, Susan directed each subcommittee chair to provide a brief update by email to Susan, Vice-chair Amy and Bob.

7. Draft SOP 4-109: PT Program Standards Review and Adoption

A draft of SOP 4-109 (PT Program Standard Review and Adoption) was previously presented and discussed/reviewed during the August PTPEC meeting. At that time Susan requested members for a final review of the SOP. Only one additional change was requested. That change was in the criteria outlined in section 5.1.1 which states “Economically advantageous to the end users (i.e., laboratories, Field Sampling and Measurement Organizations (FSMOs), ABs, etc.)”. The change was made to read “Economically neutral or advantageous to the end users....”.

No members objected to this requested change. Susan requested, again for the sake of time, that an email request be sent to all voting members of the committee for balloting to approve this SOP. A super majority vote is required and the results of this balloting will be presented during the October meeting.

8. Action Items

Action items can be found in Attachment C. Two specific action items were added regarding SOP 4-109 and comments on EL V4.

9. New/Old Business

None presented

Susan adjourned the meeting at 12:35 PM ET following a motion by Craig and a second by Amanda.

The next meeting will be October 22, 2025, at 11:00 AM ET utilizing Microsoft Teams with the Agenda and supporting materials provided prior to the meeting.

PTPEC Committee Meeting
September 24, 2025; 11:00 AM ET

Agenda
Susan Jackson, Chair
Amy DeMarco, Vice Chair
(as modified)

1. Roll call
2. Approval/modifications of agenda
3. Review August 27, 2025 meeting minutes (including notes from St. Louis Meeting)

4. Review of Draft SOP 7-101(TNI Accreditation Body Evaluation and Recognition Procedure used by the PT Program Executive Committee and NEFAP Executive Committee)
 5. Volume 4 – Develop PTPEC Comments
 - Link: <https://nelac-institute.org/news.php?id=5698>
 6. Subcommittee Updates
 - Chemistry FoPT Subcommittee
 - WET FoPT Subcommittee
 - PTPEC SOP Subcommittee
 7. Draft SOP 4-109: PT Program Standards Review and Adoption
 8. Action Items
 9. New/old business
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Attachment A
Participants – Voting Members
TNI
Proficiency Testing Program Executive Committee

Members	Rep	Affiliation	Contact Information
Susan Jackson (2028) (Chair) Present	Lab	South Carolina DES	susan.jackson@des.sc.gov
Amy DeMarco (2027*) (Vice-Chair) Present	Other	NY	amy.demarco@health.ny.gov
Robert Wyeth Program Administrator Present		TNI	robert.wyeth@nelac-institute.org
Marina Aziz (2028*) Absent	AB	NY	marina.aziz@health.ny.gov
Nilda Cox (2028*) Present	Lab	Eurofins	nilda.cox@et.eurofinsus.com
Jack Denby (2028) Present	Lab/FSMO	HRSD	jdenby@hrsd.com
Rachel Ellis (2028) Present	AB	New Jersey DEP	Rachel.ellis@dep.nj.gov
Amanda Fehr (2027*) Present	Lab	GEL	amanda.fehr@gel.com
Craig Huff (2027*) Present	Other	Retired	crhuff83@gmail.com
Michella Karapondo (2028*) Absent	Other	USEPA	karapondo.michella@epa.gov
Tim Miller (2027) Present	Other	Phenova	timm@phenova.com
Prasanth Ramakrishnan (2027) Present at 11:20 AM ET	AB	IAS	pramakrishnan@iasonline.org
Patrick Selig (2027) Absent	AB	ANAB	pselig@anab.org
Lisa Stafford (2028*) Present	Lab	Eurofins	lisa.stafford@et.eurofinsus.com

Total: 13 10 Members present; Lab – 5, AB – 2, Other: 3 – Balanced. *- Can apply for a second term.

Attachment C: PTPEC Committee Action Item Summary – 2025

Item	Task Description	Document Number	Contact	Task Added	Start Date	Due Date	Complete Date	Comments
431	Discuss with IT Committee the need for LAMS updates to be communicated to the PTPEC.			10/31/19			Closed	2/17/21: Shawn to discuss with Mei Beth and Jerry. 6/23/25: There is now good communication with LAMS. Add new action item to request Policy or SOP describing relationship between LAMS and PTPEC.
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. 4/21/22: Shawn to follow-up. Sennet has left A2LA. 8/17/22: Shawn thinks this is still an issue. Need to look at this during evaluations. Fred said Nick Slawson is taking over as PT contact for A2LA. 6/23/25: Amy DeMarco reviewed metals footnote. Did not see anything. Tim thought it had something to do with Study Mean with a fixed limit instead of assigned value. Some were applying a 10% rule and some are not. This will be looked into further. Still open.

Item	Task Description	Document Number	Contact	Task Added	Start Date	Due Date	Complete Date	Comments
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			<p>2/18/21: Combined workgroup established to complete SOP.</p> <p>3/18/21: workgroup met and SOP Subcommittee will send final DRAFT to Chemistry FOPT Subcommittee for examples.</p> <p>Update 8/17/22: Examples requested from Chemistry FoPT Subcommittee that has not met. PTPEC needs to talk about when the next limit updates will occur.</p> <p>3/24/23: Examples have been added by Chemistry FoPT Subcommittee and resubmitted to the PT SOP Subcommittee.</p> <p>6/23/23: Make sure SOP 4-101 includes procedures for how data is received.</p> <p>11/29/23: Submitted to PTPEC for final vote. Vote will be in December.</p> <p>12/18/23: Approved by Committee and sent to Policy for review.</p> <p>6/26/24: The SOP was returned to the Committee from Policy for language review and content flow.</p> <p>9/25/24: Amanda taking Chair role and working on SOP update.</p> <p>12/18/24: Working on SOP.</p> <p>6/23/25: SOP still in progress</p>

Item	Task Description	Document Number	Contact	Task Added	Start Date	Due Date	Complete Date	Comments
458	Improve communication with non-TNI AB stakeholders.		Ilona	2/18/21	8/1/22	8/26/25	CLOSED	<p>8/1/22: Discussed at Crystal City meeting. Need to help Advocacy update the White Paper to help reach out to other states. Ambassador program. Also need to include more non-NELAP ABs in the Executive and Expert committees. Outreach needed.</p> <p>10/28/22: Workgroup formed to update paper.</p> <p>3/24/23: Paper completed and sent to Advocacy Committee.</p> <p>6/23/25: Ilona will follow up with Advocacy Committee. Susan thinks this is their action item?</p> <p>8/26/25: Advocacy agrees. Send communications to Advocacy and they will use their TNI Ambassador program to communicate.</p>

459	ARA: PFAS on DW table		Chemistry FoPT Subcommittee	12/1/20	May 2021		Closed	<p>12/1/20: ARA sent to Chemistry FoPT Subcommittee</p> <p>2/18/21: Shawn has requested data. Subcommittee will start working on this after data is received.</p> <p>5/21/21: Data has been received. There may not be enough. Need to determine next steps.</p> <p>Update 8/17/22: Survey of labs is complete, and data needs to be looked at. Amy DeMarco will be new Subcommittee Chair.</p> <p>12/1/22: The Subcommittee will start working in February 2023.</p> <p>3/24/23: Requesting more data from labs and requested PT Data from William.</p> <p>11/29/23: Chem FoPT Submitted final recommendation to PTPEC. Needs further discussion in December.</p> <p>12/18/23: A motion was made by Tim to approve the update to the Drinking Water table to include PFAS limits for 29 analytes as recommended by the Chemistry FoPT Subcommittee and provided with the agenda to this meeting. The motion was seconded by Eric. Since Jack Denby is</p>
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							<p>on leave – super majority is 7/10. Motion passed.</p> <p>4/8/24: PFAS limits were distributed to a bigger stakeholder group for comment. Comments are due early May.</p> <p>4/24/24: A motion was made by Susan to have the Chemistry FoPT Subcommittee evaluate the 6 compounds in the PFAS rule with the limits of 70-130%. Look at Carl Kircher's data and the 2 – 25 times the MRL range for spiking. The motion as seconded by Craig and unanimously approved.</p> <p>- Stacie will send comments to Amy. Look at MRLs, look at data, calculate against 30% and how they come out.</p> <p>5/22/24: 7 Comments were received and reviewed by the Committee. Will look at a 1/1/25 implementation date.</p> <p>6/26/24: Work progressed on analyte codes and nomenclature for final posting of limits.</p> <p>A motion was made by Craig to approve the DW FoPT table that was distributed by email on June 25, 2024, with the meeting agenda. All the new PFAS analytes</p>
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Item	Task Description	Document Number	Contact	Task Added	Start Date	Due Date	Complete Date	Comments
								<p>should be colored in blue. The motion was seconded by Tim. The motion was amended by Craig and Tim to also include an effective date for the table of January 1, 2025. Approved by supermajority vote. Limits changed for 6 analytes from 40% to 30%. All others remained 40%. 7/24/24: Responses sent to commenters. William can send out notification. 6/23/25: Closed. Add action item to 1 year review of new limits.</p>
460	Develop PT Program metrics			2/18/21	5/21/21			<p>Update 8/17/22: Developed partially as Charter was updated. Need to formalize. 6/23/25: Committee needs to review charter and continue work on this. Put on August Agenda. (October Agenda?)</p>

Item	Task Description	Document Number	Contact	Task Added	Start Date	Due Date	Complete Date	Comments
462	Feasibility: Radiochemistry Uncertainty to PT Evaluations			2/18/21	2/22			Jan 2022: Discussed in San Antonio. Radiochemistry Expert Committee to submit recommendation. 7/21/22: Recommendation sent to PTPEC for review. 10/28/22: Recommendations to be reviewed in November. 11/22/22: Radiochemistry Expert Committee recommendation to be sent to ERA for comment. 6/23/25: Communicate with Amanda Fehr regarding the status and if the PTPEC needs to address anything at this time. Kevin Thompson and Brian Miller were involved in this. Letter to EPA, etc.
463	Feasibility: Technology Based PTs			2/18/21				2/3/25: Discussed at Forum. Complex. 2/26/25: Discussion continued. 6/23/25: Will add to agenda to confirm this item is closed
464	Feasibility: Add Prep Methods on FoPT tables			2/18/21				2/3/25: Discussed at Forum. Complex. 2/26/25: Discussion continued. 6/23/25: Will add to agenda to confirm this item is closed
465	Feasibility: Air and Emissions PTs			2/18/21			Closed	6/23/25: Until an ARA is submitted, this is closed
470	Determine timing for update of FoPT limits.			7/21/22			Closed	Determine after completion of SOP 4-101. 6/23/25: Time determined in update of 4-107.

Item	Task Description	Document Number	Contact	Task Added	Start Date	Due Date	Complete Date	Comments
475	Potentially develop better process to get data for FoPT table updates.			6/23/23			Closed	6/23/25: See # 482. Language developed in Volume 3 and 4 of Standard.
477	TNI leadership and Sigma Aldrich to meet to manage a historical data base for Sigma.			10/27/23			Closed	6/23/25: Need communicated to TNI Leadership and PTPA.
481	Technology Workgroup Updates – Analytical Discipline			5/22/24 6/26/24	5/22/24		Closed	5/22/24: PTPEC can continue to use the term “technology”. “Analytical Discipline” will be used related to items dealing with QSM items - internal audits, matrix, etc. ... This will not affect PTPEC. 6/26/24: More detail shared. This is no longer an issue for PTPEC. 6/25/25: Stacie communicated that PTPEC does not need to be involved in these discussions and that the PT Program will continue to use the term technology.

Item	Task Description	Document Number	Contact	Task Added	Start Date	Due Date	Complete Date	Comments
482	TNI PT Standards – Language Workgroup			7/24/24			Closed	<p>A Workgroup was developed to prepare language to send to the PT Expert Committee: Michella, Tim Miller, Susan, Stacie, and Ilona. The Workgroup will meet in Garden Grove right after the PTPEC meeting. Discuss language to have PTPA request data from PT Provider instead of PTPEC.</p> <p>9/25/24: Language was developed and reviewed by PTPEC. Sent to PT Expert Committee. Add SOP Update Action item.</p> <p>6/25/25: PT Expert is incorporating the language into Standard.</p>
483	Update PTP SOPs to include procedure for including PTPAs in communication regarding PTPEC data requests.	Volume 4		9/25/24	TBD			<p>2/26/25: SOP Subcommittee needs to identifying needed updates in response to pending Volume 4 update.</p> <p>9/24/25 DS for EL V4 under review</p>

Item	Task Description	Document Number	Contact	Task Added	Start Date	Due Date	Complete Date	Comments
484	Chlordane Nomenclature and CAS# - SCM and NPW FoPT tables – FoPT tables, LAMS and analytical methods need to match.	SCM & NPW FoPT Table	Amy	9/25/24	9/25/24		8/26/25 CLOSED	<p>9/25/24: Collecting data.</p> <p>12/18/24: Jerry drafted letter to EPA. Discuss at Forum.</p> <p>2/26/25: Updated in FoPT table. PTPEC approved. Need to be sent out for review.</p> <p>3/26: Sent to PT Providers and NELAP AC for comment – Due 4/18/25.</p> <p>4/23: No comments received. Sosan and Ilona will work on public posting language and post.</p> <p>5/28/25: Review period ends 7/11/25.</p> <p>6/9/25: Comment received and under review.</p> <p>7/23/25: Received persuasive comments, met with NELAP AC, worked on language, updated FoPT tables submitted to PTPEC for vote. Vote needs to be completed by email.</p> <p><i>(Addition: Vote completed by email and table sent to William for posting. Need to confirm table gets posted.)</i></p> <p>Table now posted.</p>

Item	Task Description	Document Number	Contact	Task Added	Start Date	Due Date	Complete Date	Comments
485	Mercury PTRL on NPW FoPT table.	NPW FoPT Table	Amy	9/25/24	9/25/24		8/26/25 CLOSED	<p>9/25/24: Send to Chemistry FoPT Subcommittee for review and a recommendation.</p> <p>12/18/24: Work with Ilona to setup comment period and update table. Wait to update with Chlordane.</p> <p>2/26/25: Updated in FoPT table. PTPEC approved. Need to be sent out for review.</p> <p>3/26: Sent to PT Providers and NELAP AC for comment – Due 4/18/25.</p> <p>4/23: No comments received. Sosan and Ilona will work on public posting language and post.</p> <p>5/28/25: Review period ends 7/11/25.</p> <p>7/23/25: See note under action item 484. Part of same table.</p>

Item	Task Description	Document Number	Contact	Task Added	Start Date	Due Date	Complete Date	Comments
486	Update WET FoPT Table	FoPT Table	Craig	9/25/24	2024			<p>9/25/24: Stil reviewing PT Data.</p> <p>12/18/24: Small data sets may require exception to SOP.</p> <p>2/26/25: Will continue to prepare recommendation for adjusting acceptance limits to be no tighter than 10% for NOEC 25 and 50. Will work with WET EC to complete data evaluation and complete recommendation on FoPT Table updates.</p> <p>6/23/25: Work is continuing.</p> <p>7/23/25: Submitted for vote, but changes needed. Craig is making final updates and then table will be submitted to PTPEC for vote.</p>
487	10 Year Review of DW FoPT Table	DW FoPT Table	Amy					<p>12/18/24: Inorganics and Metals have been calculated and review will begin.</p> <p>6/23/25: Review ongoing</p>
488	Develop way to streamline FoPT Table reviews.		Amy/Susan	3/26/25	TBD			<p>3/26/25: Chemistry FoPT Subcommittee has developed a tool that will be used to streamline the process for preparing recommendations to the PTPEC at the completion of the 10 year review.</p>

Item	Task Description	Document Number	Contact	Task Added	Start Date	Due Date	Complete Date	Comments
489	One year review of new Radiochemistry Limits	DW FoPT Table	Amy	4/23/25	4/23/25			4/23/25: Data will be requested and review will begin after data is received. Requesting a Radiochemistry Expert Committee member join subcommittee during this review. 6/23/25: Review complete. Letter sent to EPA to consider updating MQOs.
490	Review minutes since 7/2024 and populate Action Table for review.		Ilona	5/28/25	6/23/25		Closed 6/25/25	5/28/25: Susan and Ilona are meeting to finalize the table in June. 6/25/25 – Table reviewed with Committee at 6/25/25 meeting.
491	PTPA Evaluations		Ilona	5/28/25	5/28/25			5/28/25: Requested volunteers to help with the evaluation. 7/23/25: 2 volunteers identified. Working on training in August.
492	Send Link for Comments on Volume 4 when it is posted.	Volume 4	Ilona	5/28/25	6/23/25		Closed 6/23/25	6/25/25: Posted on TNI website. Committee members notified.
493	Request Policy or SOP describing relationship between LAMS and PTPEC.		Susan	6/23/25	TBD			See closed Action Item 431.
494	Do first year review of new PFAS limits 1/1/26.		Chair - Chemistry FoPT Subcommittee	6/23/25	TBD			See closed Action item 459.
495	Send WETT FoPT Subcommittee minutes to Ilona for posting.		Craig	7/23/25				
496	Send SOP Subcommittee minutes to Ilona for posting.		Amanda	7/23/25				

Item	Task Description	Document Number	Contact	Task Added	Start Date	Due Date	Complete Date	Comments
497	Consider status of SOP Subcommittee. Is this a Workgroup?		Ilona/Susan	7/23/25				
498	Ilona to prepare DRAFT SOP to describe procedures to approve new Standards into the PT Program for use.	SOP 4-109	Ilona	7/23/25	7/23/25			Review at August 2025 meeting. Reviewed at 9/24/25 meeting
499	Confirm New NPW/SCM FoPT tables have been added as the current table.		Susan	8/27/25				New tables 1/1/26
500	Submit email ballot for SOP 4-109	SOP 4-019		9/24/25	9/25/25	10/22/25		Motion and second required. Super majority needed. Report in October minutes
501	Distribute comments collected during 9/24/25 meeting; seek final comments from all members	DS EL V4		9/24/25				Review and prepare comments to PTEC