

**MINUTES OF  
THE NELAC INSTITUTE'S  
PROFICIENCY TESTING COMMITTEE  
CONFERENCE CALL  
NOVEMBER 28, 2006**

The Proficiency Testing (PT) Committee of The NELAC Institute (TNI) met by conference call on November 28, 2006 at 1:00 p.m. Eastern Time (ET). The call ended at 2:30 PM ET. Chairman Dr. Anand Mudambi of the US EPA led the meeting. A list of action items is given in Attachment A. The list of the committee members is given in Attachment B.

**Introduction**

The following members attended this call:

1. Anand Mudambi
2. RaeAnn Haynes
3. Thomas McAninch
4. Kirstin McCracken
5. Dan Tholen
6. Curtis Wood
7. Matt Sica

Associate Members

1. Mike Miller (State of New Jersey)

**Finalization of minutes and status of action items from November 21, 2006 conference call**

The minutes from the November 21, 2006 conference call were finalized by incorporating the comments received from Dan Tholen.

The status of the action items from that call are given below:

<b>Item No.</b>	<b>Action</b>	<b>Status</b>
<b>1.</b>	Curtis Wood and Dan Tholen will e-mail the PT Provider Oversight and PT Oversight modules to all committee members.	Completed
<b>2.</b>	RaeAnn Haynes and Kirstin McCracken will rework Section 7.0 in Volumes 1 and 2, continue to make changes to ensure consistency between the volumes, and will send a new version of both volumes to the committee members.	In progress

**Discussion regarding Volume 1 (Laboratory) and Volume 2 (Accrediting Body)**

Kirsten McCracken and RaeAnn Haynes led the discussion regarding consistency in the requirements, use of terms, and definitions between Volumes 1 and 2. The following items were discussed and input sought from committee members:

- Definitions for Field of Proficiency Testing (FoPT), Primary and Secondary Accrediting Bodies, PT Study, PT Study Opening Date, PT Study Closing Date and PT Quick Response Study.
- Use of the term Standard Setting Authority (SSA) versus PT Board.
- Consistency in continuing accreditation requirements between the 2 volumes.
- Adding a section in Volume 2 to ensure that Accrediting Bodies assess a laboratory's evaluation of unacceptable analyte results from a PT sample.

Kirsten and RaeAnn will have a call on Monday December 4, 2006 to incorporate the changes from items noted above.

**Discussion of PT Volume 4 (PT Oversight)**

Dan Tholen presented the major changes made to PT Volume 4 to the committee. All references to the PTOB have been removed and the word "Inspection" has been replaced with "Assessment" (in compliance with ISO language). Dan asked the committee members and associate members to send him any comments they might have by e-mail. Curtis said he would review Volume 4 to ensure that the requirements are consistent between Volumes 3 (PT Provider) and Volume 4.

Note: Volume 3 could not be discussed on this conference call as the allotted time of 1.5 hours was over. This volume will be discussed on next scheduled conference call to take place on December 5, 2006 at 1:00 PM ET.

**Attachment A**

**ACTION ITEMS  
TNI PROFICIENCY TESTING  
NOVEMBER 28, 2006**

Item No.	Action	Date to be Completed
1.	RaeAnn Haynes and Kirstin McCracken will have a conference call on December 4, 2006 to finalize Volumes 1 and 2 based on the input from today's call and forward the revised volumes to the committee.	December 6, 2006

**Attachment B**

**TNI PROFICIENCY TESTING COMMITTEE MEMBERS**

<b>Name</b>	<b>Affiliation</b>	<b>Address</b>
Anand Mudambi, Chairman	USEPA/OSWER	T: (703) 603-8796 F: (703) 603-9135 E: <a href="mailto:mudambi.anand@epa.gov">mudambi.anand@epa.gov</a>
RaeAnn Haynes	Oregon Department of Environmental Quality	T: (503) 229-5983 ext 227 F: (503) 229-6924 E: <a href="mailto:HAYNES.Raeann@deq.state.or.us">HAYNES.Raeann@deq.state.or.us</a>
Thomas McAninch	Laboratory Consulting Services	T: (903) 757-4269 F: (903) 234-9781 E: <a href="mailto:mcaninch@cablelynx.com">mcaninch@cablelynx.com</a>
Kirstin McCracken	STL Burlington	T: (804) 655-1203 ext216 F: (804) 655-1248 E: <a href="mailto:kmmracken@stl-inc.com">kmmracken@stl-inc.com</a>
James Pletl	Hampton Roads Sanitation District (HRSD)	T: (757) 460-4246 F: (757) 460-2372 E: <a href="mailto:jpletl@hrsdc.com">jpletl@hrsdc.com</a>
Matthew Sica	Maine Laboratory Certification Program	T: (207) 287-1929 F: (207) 287-4172 E: <a href="mailto:matthew.sica@maine.gov">matthew.sica@maine.gov</a>
Dan Tholen	A2LA	T: (231) 929-1721 F: (610) 374-7234 E: <a href="mailto:tholen@traverse.com">tholen@traverse.com</a>
Curtis Wood	Environmental Resource Associates	T: (303) 431-8454 F: (303) 421-0159 E: <a href="mailto:cwood@eraqc.com">cwood@eraqc.com</a>