

**MINUTES OF
THE NELAC INSTITUTE'S
PROFICIENCY TESTING EXPERT COMMITTEE
April 19th, 2011**

Agenda Item 1: Standing Committee Operations

The Proficiency Testing (PT) Expert Committee of The NELAC Institute (TNI) met by conference call on April 19, 2011. Committee Chairperson Kirstin McCracken led the call.

Call to Order: The teleconference was called to order at 1:32 PM ET.

The following committee members were present for this call:

Kirstin McCracken
Mitzi Miller
Joe Pardue
Lisa Touet
Stacie Metzler
Jim Webber
Shawn Kassner
Stephen Arpie
Judy Morgan
Roger Kenton

The following associate members were present for this call:

Rachel Ellis
Nicole Cairns

Agenda Item 1: Review V1 WDS

The committee began review of the proposed changes for V1 WDS. The group decided that it would be best to add requirements for various technologies in the body of the module. Definitions were reviewed and it was decided the committee cannot make changes to definitions that may be program defined. Kirstin noted that Jerry Parr had asked the group to reconsider the definition of FoPT. After discussion it was decided the definition is as intended but the application of the definition of FoPT is not being used properly by the PT Executive Committee and the AC; this is a program issue and needs to be addressed by the program. Kirstin will notify the LASC, the PT Executive Committee and the TNI Board of Directors requesting their input for resolution. The other changes to the definitions were found acceptable. The committee reviewed the proposed language for other sections and generally found the proposal acceptable except for the language regarding time-frame between open/close/ship dates of successive studies. Kirstin and Steve adamantly propose that the time-frame serves a purpose in the standard and is instead a logistics concern for some ABs. Others think that there should be a minimum time frame. Shawn reminded the group that during the AC call the ABs indicated that they do not want to receive PT reports out of chronological order. All agreed the debate is circular and it needs to be resolved. This topic was tabled for the next call along with the clause for reporting multiple methods.

FoPT – definitions

Need to revisit clauses e and f. – Shawn ask AC and also ask National Database – these enough

Move 4.1.2 to 7.0

What is the purpose of the NOTE in standards? Shawn to ask AC and

Change title of Section 6.0 –

6.2- Keep clause but change language to be clear with intent

Def of FoPT in TNI does not match NELAC 2003

Use special QC to assure lab passes PT- Mitzi clause

The meeting adjourned at this point.

Attachment A

**ACTION ITEMS
TNI PROFICIENCY TESTING COMMITTEE**

| Item | Action Item | Assigned To | Due Date | Date Complete |
|-------------|--------------------|--------------------|-----------------|----------------------|
| 1 | | | | |
| 2 | | | | |
| 3 | | | | |

Attachment B

TNI PROFICIENCY TESTING COMMITTEE MEMBERS

| Member | Affiliation | Email | Phone | Category |
|---------------------------|-----------------------------------|--|-------------------|------------------|
| Stephen Arpie | Absolute Standards, Inc. | stephenarpie@absolutestandards.co | 800-368-1131 | Other (PTP) |
| Stacie Metzler | Hampton Roads Sanitation District | smetzler@hrsd.com | 757-460-4217 | Lab |
| Shawn Kassner | ERA-A Waters Company | skassner@era.qc.com | 303-463-3531 | Other (PTP) |
| Scott Hoatson | Oregon DEQ | hoatson.scott@deq.state.or.us | 503-693-5786 | AB (NELAC) |
| Roger Kenton | Eastman Chemical Company | rogerk@eastman.com | 903-237-6882 | Lab |
| Mitzi Miller | Dade Moeller & Associates | mitzimi@charter.net | 509-531-2055 | Other (Assessor) |
| Matt Sica | Maine CDCP | matthew.sica@maine.gov | 207-287-1929 | AB (Non-NELAC) |
| Lisa Touet | Massachusetts DEP | lisa.touet@state.ma.us | 978-682-5237 x364 | AB (Non-NELAC) |
| Kirstin McCracken (Chair) | TestAmerica, Inc. | KirstinL.McCracken@testamericainc | 802-923-1019 | Lab |
| Judy Morgan | Environmental Science Corp | Jmorgan@esclabsciences.com | 615-773-9657 | Lab |
| James Webber, Ph.D. | New York State DOH | webber@wadsworth.org | 518-474-0009 | AB (NELAC) |
| Amy Doupe | Lancaster Laboratories | adoupe@lancasterlabs.com | 717-656-2300 x181 | Lab |

