

**MINUTES OF
THE NELAC INSTITUTE'S
PROFICIENCY TESTING COMMITTEE
CONFERENCE CALL
NOVEMBER 13, 2007**

The Proficiency Testing (PT) Committee of The NELAC Institute (TNI) met by conference call on November 13, 2007 at 1:00 p.m. Eastern Time (ET). The call ended at 1:30 PM ET. Kirstin McCracken of TestAmerica Laboratories led the meeting. The list of the committee members is given in Attachment B.

Introduction

The following members attended this call:

- Kirstin McCracken
- Jim Pletl
- Dan Tholen

The following associate members attended this call:

- Mike Miller (State of New Jersey, Trenton, NJ)
- Chuck Wibby (Wibby Associates)

Status of Action Items from November 6, 2007 call

Item No.	Action	Date to be Completed
1.	Kirstin will send the revised Volume 1 (based on the response to comments) to the committee	Pending
2.	RaeAnn will send the revised Volume 2 (based on the response to comments) to the committee	Pending
3.	Curtis will draft responses to Mr. Coyner's comments and distribute them to the committee.	Pending (from Oct 30 call)
4.	Anand will ask Greg Carroll (EPA) if there are any updates to the drinking water reporting requirement.	Pending (from Oct 30 call)

PT Sample Frequency and Experimental PT samples Discussion

The meeting attendees discussed PT Sample frequency and experimental PT samples. Jim Pletl said that both topics had brought to the attention of the Environmental Laboratory Advisory Board (ELAB). Kirstin said both these items are also under discussion by the PT Board. Dan Tholen said that these items should be a topic for the PT Forum. Kirstin will present these items as discussion topics to the Carl Kircher (Chair, TNI PT Board) at the next PT Board call.

Action Items

The list of action items from this call are given in Attachment A.

Next Call

The next teleconference will take place on November 20, 2007 at 100 PM ET.

Attachment A

**ACTION ITEMS
TNI PROFICIENCY TESTING
NOVEMBER 13, 2007**

Item No.	Action	Date to be Completed
1.	Kirstin will send the revised Volume 1 (based on the response to comments) to the committee	Pending (from Nov 6 call)
2.	RaeAnn will send the revised Volume 2 (based on the response to comments) to the committee	Pending (from Nov 6 call)
3.	Curtis will draft responses to Mr. Coyner's comments and distribute them to the committee.	Pending (from Oct 30 call)
4.	Anand will ask Greg Carroll (EPA) if there are any updates to the drinking water reporting requirement.	Pending (from Oct 30 call)
5.	Kirstin will present PT sample frequency and Experimental PT samples as PT forum discussion topics at the next PT Board call	November 20, 2007

Attachment B

TNI PROFICIENCY TESTING COMMITTEE MEMBERS

Name	Affiliation	Address
Anand Mudambi, Chairman	USEPA/OW	T: (202) 564-2817 F: (202) 566-0055 E: mudambi.anand@epa.gov
RaeAnn Haynes	Oregon Department of Environmental Quality	T: (503) 229-5983 ext 227 F: (503) 229-6924 E: HAYNES.Raeann@deq.state.or.us
Thomas McAninch	Laboratory Consulting Services	T: (903) 757-4269 F: (903) 234-9781 E: mcaninch@cabllynx.com
Kirstin McCracken	TestAmerica Burlington	T: (802) 923-1019 F: (802) 660-1919 E: KirstinL.McCracken@testamericainc.com
James Pletl	Hampton Roads Sanitation District (HRSD)	T: (757) 460-4246 F: (757) 460-2372 E: jpletl@hrsdc.com
Matthew Sica	Maine Laboratory Certification Program	T: (207) 287-1929 F: (207) 287-4172 E: matthew.sica@maine.gov
Dan Tholen	A2LA	T: (231) 929-1721 F: (610) 374-7234 E: dantholen@charter.net
Curtis Wood	Environmental Resource Associates	T: (303) 431-8454 F: (303) 421-0159 E: cwood@eraqc.com