

**MINUTES OF  
THE NELAC INSTITUTE'S  
PROFICIENCY TESTING COMMITTEE  
CONFERENCE CALL  
NOVEMBER 27, 2007**

The Proficiency Testing (PT) Committee of The NELAC Institute (TNI) met by conference call on November 27, 2007 at 1:00 p.m. Eastern Time (ET). The call ended at 2:00 PM ET. Chairman Dr. Anand Mudambi of the US EPA led the meeting. The list of the committee members is given in Attachment B.

**Introduction**

The following members attended this call:

- Anand Mudambi
- Kirstin McCracken
- Matt Sica
- Jim Pletl
- Tom McAninch
- Curtis Wood
- Dan Tholen
- RaeAnn Haynes

The following associate members attended this call:

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

**Status of Action Items from November 20, 2007 call**

<b>Item No.</b>	<b>Action</b>	<b>Date to be Completed</b>
1.	RaeAnn will send the revised Volume 2 (based on the response to comments) to the committee	Completed (Nov 27)
2.	Curtis will draft responses to Mr. Coyner's comments and distribute them to the committee.	Pending (from Oct 30 call)

**Action Items and Associate Member Updates**

Curtis Wood said he would send the draft responses to comments received on Volume 3 (including comments from Mr. Coyner's memo) as well as the revised Volume 3 to the committee by Thursday November 29.

Mike Miller said that Tom Chepiga (State of New Jersey) has moved to a different agency and will no longer be participating as a TNI associate member. He introduced Rachel Ellis (State of New Jersey) who will participate in the PT committee as an associate member.

## **Volume 2 Module 2 Discussion**

RaeAnn Haynes led the discussion on the revised Volume 2 Module 2:

Section 3.8 – PTPA. The Uniformity of Standards Committee has recommended that the TNI NELAP Board be removed from this definition and use only TNI.

The definitions for suspension and revocation need to be added. Kirstin said the definitions present in Volume 1 Module 1 are from the 2003 NELAC standards.

Section 4.1.4 – PT Samples from non-accredited PT Providers. This requirement needs to be made consistent with Volume 1 Module 1.

The closing dates need to be changed to analysis dates for consistency with Volume 1 Module 1 requirements.

### **Next Steps**

Kirstin asked if the PT Committee could get the final volumes back from TNI for one last editorial review before they are posted on the TNI website. Anand will check with Ken Jackson.

The committee felt that an additional call was needed to discuss the responses to comments documents as well as the revised standards. Tom will set up a call on Monday December 3<sup>rd</sup> at 100 PM ET. This call will be led by Curtis Wood.

### **Action Items**

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

### **Next Call**

The next teleconference will take place on December 3, 2007 at 100 PM ET.

**Attachment A**

**ACTION ITEMS  
TNI PROFICIENCY TESTING  
NOVEMBER 27, 2007**

<b>Item No.</b>	<b>Action</b>	<b>Date to be Completed</b>
1.	Curtis will send the committee the draft responses to comments on Volume 3 (including comments from Mr. Coyner's memo) and revised Volume 3	November 29, 2007
2.	Anand will ask Ken Jackson regarding the possibility of a final editorial review of the formatted standards by the PT Committee	December 4, 2007

**Attachment B**

**TNI PROFICIENCY TESTING COMMITTEE MEMBERS**

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