

**MINUTES OF
THE NELAC INSTITUTE'S
PROFICIENCY TESTING EXPERT COMMITTEE
SUPPLEMENTAL PT CALL
November 30, 2010**

Agenda Item 1: Standing Committee Operations

The Proficiency Testing (PT) Expert Committee of The NELAC Institute (TNI) met by conference call on November 30, 2010. Committee Chairperson Kirstin McCracken led the call. This call is held as a supplement to the regularly scheduled monthly calls. The purpose of this call is to develop a work plan for completion of the working draft standard prior to the winter conference in Savannah.

Call to Order: The teleconference was called to order at 1:35 PM ET.

The following committee members were present for this call:

Lisa Touet
Shawn Kassner
Stacie Metzler
Steve Arpie
Joe Pardue
Mitzi Miller
Roger Kenton
Jim Webber

The following associate members were present for this call:

Gary Dechant

Agenda Item 1: Experimental FoPT

Shawn: SOP 4: AC said the experimental FoPT do not meet the criteria to be moved to the accreditation tables under 2003 NELAC. Gary: If TNI standard is approved, then the experimental can be moved to the accreditation tables. No process to add FoPT to the tables in the TNI standard. Stacie thinks we do need the requirement for the addition of FoPT to the standard. Shawn: Consider the addition of clause to the WDS that references the process. Suggestion from Gary: Additional removal and addition of analytes must follow a formal process established by the organization.

Can the standard include requirements for the program committees?

What do we do with language in the TNI standard about experimental FoPT? Gary – impetus for addition of an analyte falls to the body that requests it.

Joe: Perhaps this should be a policy – Gary – the standard can reference some generic language- a planned and scientifically defensible study.

Shawn: Should query the executive committee to ascertain if they think language in the standard is needed?

Volunteers: Gary Dechant & Stacie Metzler – Kirstin will send an email to Gary on the general direction. – V4. Kirstin will query someone in TNI about whether the standard can include a clause for requirements for program committees.

Agenda Item 2: Working Draft Standard

Shawn, Stacie and Mike are planning to meet with the AC and the date for a meeting is tentatively planned for Thursday 12/02/10. Group to report back to committee on 12/14/10.

Kirstin to attend AC call on behalf of Scott and Raeann – Stacie to provide support.

Shawn – let’s hold off on review on document until after they meet.

Gary: What are the ramifications of AB rescinding the approval of the standard? Shawn: Most likely stick with 2003 NELAC Standard. Mitzi: Which AB is rescinding the vote? Roger: TNI standard can exist but ABs do not need to use it.

Shawn: Does not think the standard should be opened up to other topics besides the WDS other than TIA and AC concerns.

Roger: Stay away from controversial items.

Kirstin: We need to look at the comments that were previously held for next revision. Kirstin will forward these along.

Typo Group Volunteer: Amy, Mitzi, Kirstin, Joe – Obtain word copies of the document with the TIA and forward to this group. Goal: Identify typos, grammatical errors and inconsistencies. Windows live website as a tool?

When will the AC make the decision? Unknown. Shawn will send synopsis after the meeting with the AC.

The call was adjourned at 2:20 PM.

Attachment A

**ACTION ITEMS
TNI PROFICIENCY TESTING COMMITTEE**

Item	Action Item	Assigned To	Due Date	Date Complete
1				
2				
3				
4				
5				

Attachment B

TNI PROFICIENCY TESTING COMMITTEE MEMBERS

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