

**MINUTES OF
THE NELAC INSTITUTE'S
PROFICIENCY TESTING COMMITTEE
July 13, 2010**

Agenda Item 1: Standing Committee Operations

The Proficiency Testing (PT) Committee of The NELAC Institute (TNI) met by conference call on July 13, 2010. Committee Chairperson Kirstin McCracken led the call.

Call to Order: The teleconference was called to order at 1:30 PM ET.

The following committee members were present for this call:

Kirstin McCracken
Stacie Metzler
Lisa Touet
Amy Doupe
Roger Kenton
Judy Morgan
Dan Tholen
Scott Hoatson
Shawn Kassner
Jim Webber
Steve Arpie

The following associate members were present for this call:

Rachel Ellis
Eric Smith

Agenda Item 1: Standing Committee Operation Items

The minutes from the teleconference from May 11th were reviewed. Judy moved to accept the minutes as written, Jim seconded the motion. 11 Yes, 0 No, 0 Abstain.

Agenda Item 2: PT Board Request for Assistance

PT Board has 2 PTPA applications. An assessment team assembled for one application but could not pull team together for the other renewal assessment. Eric forwarded SOP to PT members yesterday. Assessment to be scheduled for late summer or early fall and will include observation of an on-site assessment. Potential Volunteers: Stacie Metzler, Kirstin McCracken

Agenda Item 3: TIA Status

WET has gone back to subcommittee. Call scheduled for Thursday morning (07/15/10).

Agenda Item 4: AB Survey

Survey going well as of today, 34 responses including 2 EPA Regions, 30 states, 2 others – anonymous. Survey closes on July 27th. Reminder sent on 07/06/10.

Agenda Item 5: Washington DC Planning

Stacie, Shawn, Judy, Scott (probably), Amy, Roger, Dan, Jim (50/50)-

AB Survey, TIA -

Carrie Miller – Crypto – PT Board

Liaison between PT Committee / PT Board Operations

NEFAP - ?

TIA / WDS/Feedback on ILAC and ISO

AB Survey

Cooler PT Stuff

Other: PTPA database -

No other items for discussion were raised and the meeting was adjourned at 2:15 PM.

Attachment A

**ACTION ITEMS
TNI PROFICIENCY TESTING COMMITTEE**

| Item | Action Item | Assigned To | Due Date | Date Complete |
|-------------|---------------------------|--------------------|-----------------|----------------------|
| 1 | Micro TIA for V3 | Chuck | June Call | Complete |
| 2 | WET TIA | Stacie | June Call | Complete |
| 3 | Ask PT Board about Crypto | Kirstin | July Call | |
| 4 | | | | |
| 5 | | | | |

Attachment B

TNI PROFICIENCY TESTING COMMITTEE MEMBERS

| Member | Affiliation | Email | Phone | Fax |
|-------------------------------|-----------------------------------|--|--------------------|------------|
| Stephen Arpie | Absolute Standards, Inc. | stephenarpie@absolutestandards.com | 800-368-1131 | 800-410-25 |
| Stacie Metzler | Hampton Roads Sanitation District | smetzler@hrsd.com | 757-460-4217 | 757-460-65 |
| Shawn Kassner (Vice-Chair) | ERA-A Waters Company | skassner@era.gc.com | 303-463-3531 | 720-898-63 |
| Scott Hoatson | Oregon DEQ | hoatson.scott@deq.state.or.us | 503-693-5786 | |
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| Matt Sica | Maine CDCP | matthew.sica@maine.gov | 207-287-1929 | |
| Lisa Touet | Massachusetts DEP | lisa.touet@state.ma.us | 978-682-5237 x364 | 978-688-03 |
| Kirstin McCracken (Chair) | TestAmerica, Inc. | KirstinL.McCracken@testamericainc.com | 802-923-1019 | 802-660-19 |
| Judy Morgan | Environmental Science Corp | Jmorgan@esclabsciences.com | 615-777-9657 | |
| James Webber, Ph.D. | New York State DOH | webber@wadsworth.org | 518-474-0009 | 518-473-28 |
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