

**MINUTES OF
THE NELAC INSTITUTE'S
PROFICIENCY TESTING COMMITTEE
CONFERENCE CALL
DECEMBER 7, 2006**

The Proficiency Testing (PT) Committee of The NELAC Institute (TNI) met by conference call on December 7, 2006 at 1:00 p.m. Eastern Time (ET). The call ended at 3:20 PM ET. Chairman Dr. Anand Mudambi of the US EPA led the meeting. A list of action items is given in Attachment A. The list of the committee members is given in Attachment B.

Introduction

The following members attended this call:

1. Anand Mudambi
2. Dan Tholen
3. Kirstin McCracken
4. Curtis Wood

Associate Members

1. Mike Miller (State of New Jersey)

Status of action items from November 28, 2006 and December 5 conference calls

The status of the action items from that call are given below:

Item No.	Action	Status
1.	RaeAnn Haynes and Kirstin McCracken will have a conference call on December 4, 2006 to finalize Volumes 1 and 2 based on the input from today's call and forward the revised volumes to the committee.	Completed – revised volumes sent to all committee members on December 5, 2006
2.	Curtis Wood will send the final Volume 3 incorporating all comments received from the committee.	Due December 14, 2006 Pending
3.	Dan Tholen will send the final Volume 4 incorporating all comments received from the committee.	Due December 14, 2006 Pending

Volumes 1 (Laboratory Requirements) and 2 (Accrediting Body Requirements)

Kirsten McCracken revised Volumes 1 and 2 after input from RaeAnn Haynes to ensure that the requirements were consistent between the two volumes. These volumes were reviewed by the committee prior to and during this call and confirmed that there were no major discrepancies

between the two volumes. Kirsten pointed out that the only unclear sections in both volumes were the process for a laboratory to appeal decisions regarding PT samples. The committee discussed this issue and came to the conclusion that there are essentially two separate cases where a laboratory may need to appeal decisions regarding PT samples and their use for accreditation:

1. the laboratory may have an issue regarding the PT scores provided by the PT provider.

In this case the appeal process would start by the laboratory contacting the PT provider, followed by the PTPA, the Accrediting Body, and the SSA.

2. the laboratory may have an issue regarding accreditation for an Accrediting Body's Field of Proficiency Testing (FoPT) based on a PT sample result.

In this case the appeal process would start by the laboratory contacting the Accrediting Body followed by the SSA.

In both cases, the process would stop at the point where the issue was resolved.

Kirsten will add this appeals process to Volumes 1 and 2 and resend them to the committee.

Next Call

The next PT committee call will take place on Monday December 18, 2006 at 400 PM ET to formally vote all volumes out of the PT committee.

Attachment A

**ACTION ITEMS
TNI PROFICIENCY TESTING
DECEMBER 7, 2006**

Item No.	Action	Date to be Completed
1.	Kirsten McCracken will send the final Volumes 1 and 2 incorporating the appeals process to the committee.	December 14, 2006

Attachment B

TNI PROFICIENCY TESTING COMMITTEE MEMBERS

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