

**MINUTES OF
THE NELAC INSTITUTE'S
PROFICIENCY TESTING COMMITTEE
CONFERENCE CALL
JULY 22, 2008 (DRAFT)**

Agenda Item 1: Standing Committee Operations

The Proficiency Testing (PT) Committee of The NELAC Institute (TNI) met by conference call on July 22, 2008 at 1:00 PM Eastern Time (ET). The call ended at 2:16 PM ET. Committee Chairperson Kirstin McCracken (KLM) led the call

Call to Order: The teleconference was called to order at 1:05 PM ET. The following committee members were present for this call:

- Kirstin McCracken (KM)
- Anand Mudambi (AM)
- Stacie Metzler (SM)
- Amy Doupe (AD)
- Shawn Kassner (SK)
- Dan Tholen (DT)
- Tom McAninch (TM)

7 out of 12 committee members were present and this number constitutes a simple majority sufficient to duly conduct committee business. A complete list of committee members is provided in Attachment B.

The following associate members were present for this call:

- Chuck Wibby
- Mike Miller
- Rachel Ellis

Status of Action Items from Past Calls:

Item	Action Item	Assigned To	Due Date	Date Complete
1	Talk to Anand concerning completion dates of committee milestones to add to charter	Kirstin / Anand	June 24 th	06/24/08
2	Ask Jerry and CSDB how amendments or clarifications to standard should be handled.	Kirstin	On Hold	On Hold
3	Talk to EPA drinking water officials about the need to analyze PT by method and report back to the committee.	Anand	6/18/08	In Progress
3	Contact Carl Kircher / Experimental PT	Kirstin	06/25/08	06/25/08
4	Circulate Decision Making Rules Final Draft	Kirstin / All	06/11/08	July 2008
5	Forward Suggestions for August Meeting to Kirstin	All	07/08/08	07/08/08
6	Set up Calls for June/July	Kirstin / Tom	06/13/08	06/13/08

Approval of Minutes from 06/10/08, 06/24/08, 07/08/08 Teleconference

The minutes from 06/10/08, 06/24/08 and 07/08/08 were reviewed. Editorial changes were proposed by KM and AM to 06/10/08 and 06/24/08 and 07/08/08. The changes were discussed and motions to approve each set of minutes were made by AM and seconded by TM. The vote tally is as follows: 7 Yes, 0 No, 0 Abstain. Kirstin will forward the minutes to the TNI webmaster for posting on the TNI website.

Agenda Item 2: PT Frequency Subcommittee Update- Dan Tholen

Dan gave a brief update of the schedule of subcommittee meetings and activities. The time-frame for presentation of subcommittee work at the DC meeting was discussed and it was collectively determined that an hour to an hour and 15 minutes should be sufficient for this topic. AM asked Dan about the presentation, which is yet to be prepared but it was decided that Dan should prepare a handout for the PT Committee session that will explain the techniques used and terms. *Action Item: Dan will prepare handout and forward to Kirstin before 07/27/08.*

Agenda Item 3: DC Meeting

The schedule for the committee session was discussed and it was determined that the session will open with a 5 minute introduction followed by the opening presentation until 9:30 am. PT Frequency will be presented from 9:30-10:00, Break, PT Frequency resumes followed by Open Forum until 11:45 am. The last 15 minutes the committee will wrap-up the session. *Action Item: Anand will send Kirstin a summary of the Agenda along with any materials needed for the session on 07/22/08.*

MM raised the point that open forum discussion needs to be kept structured and on topic-all present on the call agreed. PT Frequency is a topic of interest and time-frames for decision making were briefly discussed. It was collectively decided that the subcommittee should be prepared to wrap-up their work by January but a better idea of expected time-frames will be determined after the DC meeting based on feedback from the TNI membership.

The remainder of the call was spent brainstorming key points for the opening presentation. Key points include: PTRL, PT scheduling, harmonization of AB and Lab requirements, clarification of language for PTP and PT Oversight. The action plan is for Kirstin to prepare a draft PPT to circulate to the committee for comment by 07/30/08.

CW asked if the time-frame for implementation was still speculated as 2010. KM was unsure but thought that was so. KM thought that this would be discussed in several of the DC sessions.

All committee members have indicated they would be in attendance at the DC meeting. Mike Miller also said that he planned to attend.

Call Close Out:

The teleconference was adjourned by KM at 2:16 PM.

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

Next Meeting: The next teleconference is teleconference is scheduled for August 8, 2008.

Attachment A

**ACTION ITEMS
TNI PROFICIENCY TESTING COMMITTEE
JULY 7, 2008**

Item	Action Item	Assigned To	Due Date	Date Complete
1	Ask Jerry and CSDB how amendments or clarifications to standard should be handled.	Kirstin	On Hold	On Hold
2	Talk to EPA drinking water officials about the need to analyze PT by method and report back to the committee.	Anand	6/18/08	In Progress
3	Send Kirstin Agenda and AV list	Anand	07/22/08	
4	Send Kirstin Handout	Dan	07/27/08	
5	Prepare & Send Committee Draft Opening Presentation	Kirstin	07/30/08	

Attachment B

TNI PROFICIENCY TESTING COMMITTEE MEMBERS

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