

**MINUTES OF
THE NELAC INSTITUTE'S
PROFICIENCY TESTING COMMITTEE
CONFERENCE CALL
DECEMBER 9, 2008**

Agenda Item 1: Standing Committee Operations

The Proficiency Testing (PT) Committee of The NELAC Institute (TNI) met by conference call on December 9, 2008 at 1:04 PM Eastern Time (ET). The call ended at 2:15PM ET. Committee Chairperson Kirstin McCracken led the call.

Call to Order: The teleconference was called to order at 1:04 PM ET. The following committee members were present for this call:

Kirstin McCracken (KM)
Shawn Kassner (SK)
Anand Mudambi (AM)
Jim Webber (JW)
Stacie Metzler (SM)
Steve Arpie (SA)

6 out of 12 committee members were present and this number does comprise a majority sufficient to conduct committee business. A complete list of committee members is provided in Attachment B.

The following associate members were present for this call:

- Rachel Ellis
- Chuck Wibby
- Dan Dickinson
- Chris Bolling
- Gary Dechant

Approval of Minutes from 10/14/08, 10/28/08, 11/18/08 Teleconference

Agenda Item 1: Action Item Update & Minutes Approval

Item	Action Item	Assigned To	Due Date	Date Complete
1	Review 10.3 and propose editorial and grammatical changes as needed.	Shawn Kassner	November Call	In Progress
2	Prepare final response to LASC	Kirstin	11/24/08	11/24/08
3	Review Amendment Process & Share with Committee	Kirstin	December Call	12/09/08

The minutes from the teleconference from 10/14/08, 10/28/08 and 11/18/08 were presented for approval by Kirstin. Jim moved for approval of the minutes. The motion was seconded by Shawn. No further discussion occurred and the minutes were approved by vote. Call Vote Tally: 6 Yes, 0 No. NOTE: Prior to the call, Kirstin requested committee members that could not be present on the call to submit comments or negative votes by email, no comments were received. Kirstin will forward the minutes to the TNI webmaster by 12/10/08.

Agenda Item 2: PT Frequency Subcommittee Update

Kirstin provided a summary of activities of the subcommittee for Dan Tholen. The subcommittee is working on a report for the committee and for presentation to TNI in Miami. Chuck Wibby suggested that for cost/benefit analysis, the breakdown of non-PT costs should be obtained and considered especially as those fees pertain to secondary accreditation. Dan Dickinson told the committee that a similar breakdown was presented by the TAC at the Cambridge meeting and suggested that a copy of the presentation be obtained from TNI. Gary Dechant requested that the presentation be forwarded to the subcommittee. Kirstin will request this presentation and forward to the frequency subcommittee. Anand added that there also needed to be federal lead in regards to PT Frequency.

Kirstin added that the recent activities of the subcommittee attempt to separate the NELAC factor (effects of NELAC quality system) from failure rates in PTs. Preliminary data suggest that the lower failure rates for labs with a higher frequency of PTs may be attributed to implementation of NELAC quality systems and/or NELAC audits as opposed to frequency. Steve cautioned that the significance of the difference needs to be taken under consideration along with the assumptions of the statistical equations used to derive the comparison. Point Noted.

Agenda Item 3: General Committee Business

Kirstin provided an update on LASC review process and tentative interim amendment process. The status of the PT Charter was discussed and it was decided that the objectives of the charter should be reviewed again by all committee members. The goal is to complete this review in December and have an updated charter for approval complete in January 2009.

New Subcommittee Status:

Stacie Metzler, Chair of WET Subcommittee said she was having some difficulty recruiting members due to potential overlap with the PT Board subcommittee. The difference in purpose of tasks was clarified. Chuck added that the FoPT subcommittee was experiencing some concerns regarding complexity of the WET FoPT and expectations by DMRQA program vs. simplicity of FoPT desired by laboratories. This discussion led to a more concise objective for the standard subcommittee and that is to review the current TNI standard to determine if the TNI standard is adequate for toxicity or if a separate appendix to the TNI standard will be necessary. FL and TX were a recommended source for potential members.

Shawn, Chair of Radiochemistry Subcommittee, says he is also recruiting members. His subcommittee's task will be similar to toxicity.

Amy, Chair of Ambient Air Subcommittee was not present to comment.

Kirstin had sought feedback from several members of the PT Board Subcommittee for microbiology and Rachel Ellis had asked for feedback from staff members at NJOQA regarding the need to update the 2003 NELAC Standard Appendix for microbiology. All who provided feedback said the appendix would need to be updated to meet current requirements. Anand asked if the TNI standard were adequate for microbiology. Chuck indicated that a separate appendix for microbiology is needed citing differences in interpretation or application regarding the applicability of certain items to microbiology. A recommendation to form the subcommittee will be on the Agenda for the next call. Kirstin asked for volunteers for Chairmanship and Chuck said one of his staff members, Barb Sullivan, may be up to the task.

Agenda Item 4: PTRL Guidance Document

Kirstin asked the group if the guidance document could be prepared by workgroup. Anand suggested the workgroup include labs, PTP and AB. Stacie, Shawn, Steve, Jim and Dan volunteered to help draft the document. Kirstin will coordinate workgroup activities and calls. The goal is to have the document prepared by end of December.

Agenda Item 5: Miami

Miami Attendees to Date: Stacie, Kirstin, Shawn, Steve, Dan. Tentative: Anand, Jim. RaeAnn and Matt will not be in attendance.

Shawn will host the presentation at the Assessor Forum. The presentation will be prepared with assistance from Anand.

The preliminary agenda for the PT session was discussed and agreed that the committee would allot 1 hour to PT Frequency, 1 hour to implementation / LASC review / tentative interim amendment discussion and ½ hour to standard subcommittee updates. Time remaining will be open forum and the session will begin with an overview of the meeting agenda and a recap of activities from the last face-to-face meeting.

Call Close Out: Adjourned at 2:15PM

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 January 6, 2009.

Attachment A

**ACTION ITEMS
TNI PROFICIENCY TESTING COMMITTEE
12/09/08**

Item	Action Item	Assigned To	Due Date	Date Complete
1	Send Minutes to TNI	Kirstin	12/10/08	12/09/08
2	Review Charter Objectives	All	01/06/09	
3	Coordinate PTRL Workgroup	Kirstin	12/12/08	
4	Request Cost Breakdown from TNI	Kirstin	12/10/08	In Progress
5	Prepare Assessor Forum Presentation	Shawn / Anand	01/06/08	

Attachment B

TNI PROFICIENCY TESTING COMMITTEE MEMBERS

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