

**MINUTES OF
THE NELAC INSTITUTE'S
PROFICIENCY TESTING COMMITTEE
CONFERENCE CALL
JULY 8, 2008**

Agenda Item 1: Standing Committee Operations

The Proficiency Testing (PT) Committee of The NELAC Institute (TNI) met by conference call on July 8, 2008 at 1:00 p.m. Eastern Time (ET). The call ended at 1:25 PM ET. Committee Member, Matt Sica led the call.

Call to Order: The teleconference was called to order at 1:05 PM ET.

A complete list of committee members is provided in Attachment B.

The following committee members were present for this call:

- Matthew Sica (MS)
- Stacie Metzler (SM)
- Roger Kenton (RK)
- Amy Doupe (AD)
- Shawn Kassner (SK)
- Dan Tholen (DT)

6 out of 12 committee members were present and this number does not constitute a majority sufficient to duly conduct committee business including voting on low stakes decisions such as approval of minutes.

The following associate members attended this call:

- Stephen Arpie (SA)
- Michael Miller (MM)
- Courtney Williamson (CW)
- Rachel Ellis (RE)

A vote to approve the minutes was not done as the number of committee members present does not constitute a majority sufficient to duly conduct committee business including voting on low stakes decisions such as approval of minutes.

A vote to approve the minutes will go out to via email.

Agenda Item 2: PT Frequency Update

Dan Tholen, Chair of the PT Frequency Subcommittee, was present on the call.

There was no meeting held this past Friday, as it fell on July 4th. There is a review of NJ data ongoing. There is a progress towards the staticistical test to be used when reviewing the data. A questinnaire has been sent to the states and follow-up questions will sent sent to those states responses that require clarification. The subcommittee is hoping to get responses from 30 states. One task that still needs to be done is a poll of PT providers to determine additional requirements by clients/ datausers for PTs asked of labs.

Agenda Item 3: Decision Making SOP

The group reviewed the list of decision making points and rules that was distributed with the Agenda. Discussion indicated that the list was reasonable and as discussed. In the interest of moving this forward the following committee members voted to approve this, with all other voting to be done via email.

Affirmative

- Matthew Sica (MS)
- Stacie Metzler (SM)
- Roger Kenton (RK)
- Amy Doupe (AD)
- Shawn Kassner (SK)
- Dan Tholen (DT)

07/22/08 Revision to Minutes: Vote Tally from E-mail Vote

Affirmative

- Raeann Haynes (MS)
- Kirstin McCracken (KM)
- Tom McAninch (TM)
- James Webber (JW)
- Anand Mudambi (AM)

The motion to adopt the Decision Making Rules for the PT Committee passed and become effective on 07/22/08. A copy of these rules is appended to this document.

Agenda Item 4:DC Meeting

There was a reminder that the hotel registration rate ends July 10th.

It was indicated that most committee members on the call would attend or were waiting for approval.

It was noted that as the committee expanded, it should be verified that there is adequate seating for the committee during its session.

Agenda Item 5: New Business

There was discussion about the Frequently Raised Issues list. (DT) stated the need to check for consistency with international standards.

(MM) states we should monitor the following PT Board activities: the air expert committee and the limits subcommittee.

Attachment B

TNI PROFICIENCY TESTING COMMITTEE MEMBERS

| Name | Affiliation | Address |
|--------------------------|--|---|
| Kirstin McCracken, Chair | TestAmerica Burlington | T: (802) 923-1019 F: (802) 660-1919 E: KirstinL.McCracken@testamericainc.com |
| Stephen Arpie | Absolute Standards, Inc. | T: (800) 368-1131 F: (800) 410-2577 E: StephenArpie@absolutestandards.com |
| Amy Doupe | Lancaster Laboratories | T: F: E: adoupe@lancasterlabs.com |
| Shawn Kassner | Environmental Resource Associates | T: 303-463-3531 F: 720-898-6382 E: skassner@eraqc.com |
| Roger Kenton | Eastman Chemical Company | T: 903-237-6882 F: E: rogerk@eastman.com |
| RaeAnn Haynes | Oregon Department of Environmental Quality | T: (503) 693-5757 F: (503) E: HAYNES.Raeann@deq.state.or.us |
| Anand Mudambi | USEPA/OW | T: (202) 564-2817 F: (202) 566-0055 E: mudambi.anand@epa.gov |
| Stacie Metzler | Hampton Roads Sanitation District | T: (757) 460-4217 F: (757) 460-6586 E: smetzler@hrsd.com |
| Thomas McAninch | Laboratory Consulting Services | T: (903) 757-4269 F: (903) 234-9781 E: mcaninch@cablynx.com |
| Matthew Sica | Maine Laboratory Certification Program | T: (207) 287-1929 F: (207) 287-4172 E: matthew.sica@maine.gov |
| Dan Tholen | A2LA | T: (231) 929-1721 F: (610) 374-7234 E: dantholen@charter.net |
| James Webber, Ph.D. | New York State DOH | T: (518) 474-0009 F: (518) 473-2895 E: webber@wadsworth.org |

**Decision-Making Rules for TNI PT Committee
(TNI SOP 1-102 Revision 0)
Approved by TNI PT Committee: 07/22/08**

| Decision Point | Decision Type | Decision-Making Rule |
|--|----------------------|---|
| Teleconference/Meeting <ul style="list-style-type: none"> • Schedule • Agenda • Adjournment • Cancellation | Low Stakes | Person-in-Charge Decides After Discussion |
| Minutes Approval | Low Stakes | Simple Majority |
| Add a Committee Member | High Stakes | Two-Thirds Majority |
| Recommendation to Remove a Committee Member | High Stakes | Two-Thirds Majority |
| Election of Committee Chair | High Stakes | Two-Thirds Majority |
| Election of Committee Vice-Chair | High Stakes | Two-Thirds Majority |
| Create or Revise a Standard | High Stakes | Enthusiastic Support (80% Affirmative) |
| Approve a Draft or Interim Draft Standard | High Stakes | Enthusiastic Support (80% Affirmative) |
| Create, Revise or Approve a Guidance Document | High Stakes | Enthusiastic Support (80% Affirmative) |
| Establish Subcommittee / Workgroup | High Stakes | Two-Thirds Majority |
| Create, Revise or Approve Subcommittee Charter | High Stakes | Two-Thirds Majority |
| Create, Revise or Approve Committee Charter | High Stakes | Two-Thirds Majority |
| Create, Revise or Approve White Paper | High Stakes | Enthusiastic Support (80% Affirmative) |

Quorum: Minimum number of committee members that need to be present to conduct business or make a vote valid. The quorum will be defined by the decision making rule needed for a proposal. When the condition for the quorum is not met for a specific decision point during a teleconference or face to face meeting, the Person-in-Charge may choose to call for a vote and allow absent committee members to cast their ballot electronically or verbally to the Person-in-Charge within the time-frame designated by the Person-in-Charge.

Committee Member: TNI Member with full voting privileges who is elected by a committee

Person in Charge: Committee Chair or Chair Designee

Simple Majority: 50% more than of all ballots cast

80% Affirmative= Gradient Levels: Endorse, Agree with Reservation, Mixed Feelings, Don't Like-but won't block