

**MINUTES OF  
THE NELAC INSTITUTE'S  
PROFICIENCY TESTING COMMITTEE  
CONFERENCE CALL  
MARCH 13, 2007**

The Proficiency Testing (PT) Committee of The NELAC Institute (TNI) met by conference call on March 13, 2007 at 1:00 p.m. Eastern Time (ET). The call ended at 2:00 PM ET. Chairman Dr. Anand Mudambi of the US EPA led the meeting. The list of the committee members is given in Attachment B.

**Introduction**

The following members attended this call:

1. Anand Mudambi
2. Curtis Wood
3. RaeAnn Haynes
4. Dan Tholen
5. Tom McAninch
6. Matt Sica
7. Kirstin McCracken
8. Jim Pletl

The following associate members attended this call:

1. Mike Miller (State of New Jersey, Trenton, NJ)
2. Tristan Davis (Southern Petroleum Laboratory, Lafayette, LA)
3. Ide Williams (Southern Petroleum Laboratory, Houston, TX)

**Status of action items from the February 27 conference call**

<b>Item No.</b>	<b>Action</b>	<b>Status</b>
1.	Anand Mudambi will forward all written comments on the Working Draft Standards to the committee.	Completed - March 9, 2007
2.	Anand Mudambi will forward the draft minutes from the Denver meeting to the committee.	Completed - March 12, 2007

**Introductions**

Anand introduced the two new associate members, Tristan Davis and Ide Williams, who had sent him e-mails last week asking to participate in the PT Committee conference calls. The committee members and associates then introduced themselves to the new associate members.

**Finalization of Minutes**

The committee reviewed the minutes (sent by Anand) for the conference calls held on January 16 and February 27 as well as the minutes of the PT committee meeting at the Forum on Laboratory Accreditation on January 30, 2007. Anand will finalize the minutes and send them to TNI for posting on the TNI website.

## **Comments Received on the PT Working Draft Standards (WDS)**

The committee discussed the status of comment received on the PT WDS. Anand will mail a hard copy of all comments received to the committee members and interested associate members.

## **Plan of Action for incorporating comments**

Jim Pletl asked for the deadline for submittal of the PT Draft Interim Standard (DIS) (which incorporates relevant comments received on the WDS) to TNI. Anand said that the final DIS needs to be given to the TNI Board by middle of May 2007.

The committee discussed the persons responsible for incorporating the comments as well as the timeline for completion.

Volume 1 will be revised by Jim Pletl and Kirstin McCracken.

Volume 2 will be revised by RaeAnn Haynes and Mike Miller.

Volume 3 will be revised by Curtis Wood.

Volume 4 has already been revised by Dan Tholen.

Volume 3 will be discussed on the March 24 conference call.

Volumes 3 and 4 will be discussed (to ensure consistency) on the April 10 conference call.

Volumes 1 and 2 will be discussed on the April 17 conference call.

All revised volumes need to be submitted to the PT committee and will be discussed on the May 1 conference call.

## **Discussion on Revision and Status of Volume 4 PT Oversight**

Dan Tholen had sent the first revision of Volume 4 PT Oversight to the committee. This revision divided the PT Oversight responsibilities into 3 sections – one for the oversight of the PT Programs (by the TNI PT Board), one for the review and approval of PTPAs, and one for the approval of PT Providers. This division was based on the comments received at the Denver meeting. RaeAnn Haynes wanted more standards for the TNI PT Board, especially concerning appeals.

Anand asked the committee and associate members to send their comments on the revised Volume 4 to Dan Tholen by March 23.

Anand also will talk to the Consensus Standards Development Board regarding the status of Volume 4 on whether it should be a standard or guidance. The next call of the CSD Board is on March 15.

## **Action Items**

Action items from this conference call are given in Attachment A.

### **Next Call**

The next committee conference call will take place on Tuesday March 27 at 100 PM ET. The committee will discuss the comments received on Volume 3.

### **Attachment A**

**ACTION ITEMS  
TNI PROFICIENCY TESTING  
MARCH 13, 2007**

<b>Item No.</b>	<b>Action</b>	<b>Date to be Completed</b>
1.	Anand Mudambi will mail a hard copy all written comments on the Working Draft Standards to the committee.	March 20, 2007
2.	Anand Mudambi will finalize the minutes from the Denver meeting (January 30) and the conference calls (January 16 and February 27) and send them to TNI.	March 23, 2007
3.	Anand Mudambi will consult the CSD Board regarding the status of Volume 4.	March 15, 2007
4.	Committee members will send comments on Volume 4 to Dan Tholen.	March 23, 2007

**Attachment B**

**TNI PROFICIENCY TESTING COMMITTEE MEMBERS**

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