

**MINUTES OF
THE NELAC INSTITUTE'S
PROFICIENCY TESTING COMMITTEE
CONFERENCE CALL
MARCH 27, 2007**

The Proficiency Testing (PT) Committee of The NELAC Institute (TNI) met by conference call on March 27, 2007 at 1:00 p.m. Eastern Time (ET). The call ended at 2:10 PM ET. Curtis Wood of Environmental Resource Associates led the meeting. The list of the committee members is given in Attachment B.

Introduction

The following members attended this call:

- RaeAnn Haynes
- Tom McAninch
- Kirstin McCracken
- Jim Pletl
- Curtis Wood

The following associate members attended this call:

- Mike Miller (State of New Jersey, Trenton, NJ)
- Tristan Davis (Southern Petroleum Laboratory, Lafayette, LA)

Status of action items from the March 13 conference call

Item No.	Action	Status
1.	Anand Mudambi will mail a hard copy all written comments on the Working Draft Standards to the committee.	Completed
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.	Completed
3.	Anand Mudambi will consult the CSD Board regarding the status of Volume 4.	Completed
4.	Committee members will send comments on Volume 4 to Dan Tholen.	Pending

Finalization of Minutes

The committee reviewed the minutes (sent by Anand) for the conference call held on March 13.

The following needed revisions were identified:

Page 2: Include Kirstin McCracken as working on revision to Volume 1.

Page 4: Update Kirstin's contact information.

The committee agreed to accept the minutes with these changes made.

Curtis will make these changes and forward them to Anand for submission to TNI.

Discussion on Revision and Status of Volume 3: PT Providers

Curtis walked through the revisions he has made to Volume 3 based on comments received during and since the Denver Forum meeting. The discussion is summarized below.

Curtis indicated that he has not yet made any changes to the Table of Contents, Normative References or Terms and Definitions. These changes will come after the rest of the document is finalized.

Several changes involved minor edits (changing SSA to TNI PT Board, changing section to clause, etc.). Other changes involved revising the text for the sake of clarity.

Based on input, Curtis will review the document to make sure that all abbreviations are spelled out the first time they are used in the Volume.

Clause 5.5 was revised to combine two different scenarios into one requirement. It was discussed that 7 days was chosen to provide labs and ABs with as quick a notification as was possible. It was suggested that we indicate that it is 7 calendar days. Curtis will make this change.

Clause 6.3.5 needs to be revised to be consistent with 7.1.11.

Curtis discussed that clause 7.1.11 was changed based on feedback from Denver. One half was chosen to give labs sufficient protection from low-level contamination. Curtis will discuss this idea with other PT providers to ensure that it is an attainable requirement.

While there were comments received that indicated that the language “or as specified by the TNI PT Board” in clause 8.1.4 seemed awkward in a standard, Curtis suggested that this language is necessary to allow TNI to take on other PT programs such as DMR-QA and multi-media radiochemistry. The committee concurred, so this section will be left as is.

Per suggestion, Curtis will add “standard” after TNI in 8.2.1(d).

Tom McAninch indicated that he has seen many labs that have difficulty treating PTs like “real samples” because the concentration of PTs are often much lower than what they normally analyze. The committee discussed changing Volume 3 to evaluate any less than as acceptable if the assigned value was less than the reporting limit. This would put a burden on ABs to monitor lab’s reporting limits to make sure that those reported for PTs were consistent with day to day work and their accreditation. It was decided that a compromise would be to include in the laboratory Volume a discussion of PTRLs and a statement that labs can appeal PT results to their AB if they are evaluated as not acceptable for a PT sample that is lower than their reporting limit. Kirstin and Jim will make this change to Volume 1, Module 3.

Curtis indicated that a related issue is in clause 10.3.1.1. The committee agreed that the current language is acceptable.

RaeAnn indicated that based on the FoPT subcommittee’s current direction, the situation defined in 10.3.1.2 will never occur. The committee therefore decided to remove this clause.

No other comments were offered concerning Volume 3. Curtis will make the noted changes and resubmit to the Committee.

Action Items

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

Next Call

The next teleconference was not discussed during this meeting.

Attachment A

**ACTION ITEMS
TNI PROFICIENCY TESTING
MARCH 27, 2007**

Item No.	Action	Date to be Completed
1.	Curtis will revise March 13 minutes and then forward to Anand for posting.	March 28, 2007
2.	Curtis will make revisions to Volume 3 based on this conference call and then resubmit to committee	April 2, 2007
3.	Kirstin and Jim will add discussion of PTRLs to their Volume	April 10, 2007

Attachment B

TNI PROFICIENCY TESTING COMMITTEE MEMBERS

Name	Affiliation	Address
Anand Mudambi, Chairman	USEPA/OSWER	T: (703) 603-8796 F: (703) 603-9135 E: mudambi.anand@epa.gov
RaeAnn Haynes	Oregon Department of Environmental Quality	T: (503) 229-5983 ext 227 F: (503) 229-6924 E: HAYNES.Raeann@deq.state.or.us
Thomas McAninch	Laboratory Consulting Services	T: (903) 757-4269 F: (903) 234-9781 E: mcaninch@cabllynx.com
Kirstin McCracken	STL Burlington	T: (802) 923-1019 F: (802) 660-1919 E: kmccracken@stl-inc.com
James Pletl	Hampton Roads Sanitation District (HRSD)	T: (757) 460-4246 F: (757) 460-2372 E: jpletl@hrsdc.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: tholen@traverse.com
Curtis Wood	Environmental Resource Associates	T: (303) 431-8454 F: (303) 421-0159 E: cwood@eraqc.com