

**MINUTES OF
THE NELAC INSTITUTE'S
PROFICIENCY TESTING COMMITTEE
CONFERENCE CALL
APRIL 10, 2007**

The Proficiency Testing (PT) Committee of The NELAC Institute (TNI) met by conference call on April 10, 2007 at 1:00 p.m. Eastern Time (ET). The call ended at 2:30 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:

- Anand Mudambi
- RaeAnn Haynes
- Tom McAninch
- Kirstin McCracken
- Jim Pletl
- Dan Tholen

The following associate members attended this call:

- Mike Miller (State of New Jersey, Trenton, NJ)

Status of action items from the March 27 conference call

Item No.	Action	Date to be Completed
1.	Curtis will revise March 13 minutes and then forward to Anand for posting.	Completed
2.	Curtis will make revisions to Volume 3 based on this conference call and then resubmit to committee.	Completed
3.	Kirstin and Jim will add discussion of PTRLs to their Volume.	Discussed during this call
4.	Committee members will send comments on Volume 4 to Dan Tholen (from March 13 call).	Pending

Finalization of Minutes

The committee reviewed and finalized the minutes for the March 13 and March 27 conference calls. Anand will complete the editorial revisions and submit to TNI for posting on the TNI website.

Discussion on Revision and Status of Volume 4: PT Oversight

Kirstin McCracken, RaeAnn Haynes and Curtis Wood are members of the TNI PT Board and will work with Dan Tholen to resolve consistency issues between Volumes 3 and 4.

The TNI Board of Directors and Program Chairs met in San Antonio on April 3, 4, and 5 (last week) and some issues regarding the Volume 4 were raised at the meeting. The committee decided to wait for the minutes from this meeting to evaluate the issues for any potential changes to Volume 4.

Discussion on Revision and Status of Volumes 1 and 2: Laboratory PT Requirements and Accrediting Body PT Requirements

Kirstin McCracken and Jim Pletl are revising this volume. The committee discussed the following points raised by Kirstin based on the comments received on these volumes:

1. Redundancy between Volumes 1 and 2: some sections in Volume 1 (Laboratory PT Requirements) are not really standards for the laboratories but are standards for Accrediting Bodies from Volume 2. These are present in Volume 1 as information for laboratories in order to make the volume a stand alone document. RaeAnn Haynes pointed out that this decision was made in order to reduce the number of documents laboratories had to purchase and that these sections could put in as notes in order to distinguish them from standard requirements. Mike Miller said the committee needs to ensure that notes in Volume 1 are consistent with the standard requirements in Volume 2.
2. A comment was received questioning the requirements for laboratories to analyze 2 PT samples per year. The committee ruled this comment non-persuasive based on the following:
 - a. Changing this requirement would be a substantive change to the standard and this decision needs to be taken by the TNI and NELAC Boards.
 - b. The commenter did not provide any rationale or background for changing this requirement.
3. Reporting values to the PT Reporting Limit (PTRL) was questioned by one commenter as many facility laboratories have set up their analytical method to report to the permit limits which in many cases are much higher than the PTRLs. The committee discussed this comment and the proposed change to allow reporting to the PTRL or the laboratory Limit of Quantitation (LOQ) which would be based on the lowest calibration standard used by the laboratory. However this would affect all the FOPT tables as well as the PT Providers' evaluation systems. Kirstin will send the proposed changes to Curtis for review.
4. Volume 1 does not address PT samples for Toxicity Studies or Radiation Chemistry. The committee agreed with Jim Pletl's suggestion that an exception clause be put at the beginning of the Volume for emerging PT areas like whole effluent toxicity testing, air etc. which allow appendices for these areas to be added to the standard without a complete revision. Jim Pletl will draft a clause for review by the committee.
5. Volume 2 needs to clearly state the conditions for laboratory suspension and revocation and these must be consistent with Volume 1.

6. Mike Miller pointed out the term “withdrawal” means something different in ISO than in NELAC.

Action Items

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

Next Call

The next teleconference will take place on April 17, 2007 at 100 PM ET.

Attachment A

**ACTION ITEMS
TNI PROFICIENCY TESTING
APRIL 10, 2007**

Item No.	Action	Date to be Completed
1.	Anand will revise March 13 and 27 minutes and then forward to TNI for posting.	April 16, 2007
2.	Kirstin and Jim will revise Volume 1 based on the discussion of comments during this call.	April 24, 2007
3.	Committee members will send comments on Volume 4 to Dan Tholen (from March 13 call)	Pending

Attachment B

TNI PROFICIENCY TESTING COMMITTEE MEMBERS

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