

**MINUTES OF
THE NELAC INSTITUTE'S
PROFICIENCY TESTING COMMITTEE
CONFERENCE CALL
APRIL 24, 2007**

The Proficiency Testing (PT) Committee of The NELAC Institute (TNI) met by conference call on April 24, 2007 at 1:00 p.m. Eastern Time (ET). The call ended at 2:15 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
- Curtis Wood
- Jim Pletl

The following associate members attended this call:

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

Status of action items from the April 17, 2007 conference call

Item No.	Action	Date to be Completed
1.	Kirstin and Jim will revise Volume 1 based on the discussion of comments during this call (from April 10 call)	Pending
2.	Committee members will send comments on Volume 4 to Dan Tholen (from March 13 call)	Pending
3.	Mike Miller will provide revised language for Supplement PT Studies (for Volume 2)	Completed (April 24, 2007)
4.	Tom McAninch will forward the San Antonio meeting minutes to the committee.	Completed (April 18, 2007)

Attendance Status

RaeAnn Haynes and Kirstin McCracken could not join this call due to prior engagements.

Finalization of Minutes

The minutes from the April 10 and April 17 were reviewed and finalized. Anand will forward the final minutes for posting on the TNI website.

Discussion on Volume 1: Laboratory PT Requirements

Jim Pletl led the discussion to resolve the comments received on Volume 1. Section 1.3.1 Applicability was clarified to indicate the scope of this standard regarding requirements in the Appendices for specific Fields of Proficiency Testing (FoPT).

A comment received on revising language in Section 9 (Suspension or Revocation of Accreditation) adding more language to specify that the revocation applies to the scope of accreditation that corresponds to a FoPT was not added since the definition for FoPT in the standard now clearly links to the FoPT to accreditation.

Section 9.2.c was removed (revocation based on not meeting the two passing FoPTs out of the most recent three PT studies) as it is redundant with the same requirement used for suspension in Section 9.1.a.

Jim will add an Appendix regarding Proficiency Testing for Toxicity studies.

The committee agreed that the Standard Setting Authority (SSA) would be the TNI Proficiency Testing Board and will use that term (TNI PT Board) instead of the SSA in all the volumes. Anand will provide a definition for the TNI PT Board for the PT volumes.

Discussion on Volume 2: Accrediting Body PT Requirements

Mike Miller will make the some editorial comments received on Section 5.1.2 (change to “any PT Provider” from “a PT Provider”) and add references to Volume 3.

Action Items

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

Next Calls

The next teleconference will take place on May 1, 2007 at 100 PM ET. Anand also proposed calls on May 7, 8 and 9 coordinate and finalize all volumes (which would be the Draft Interim Standard) prior to sending them to the TNI Board. The times of the call have been changed and will now take place from 100 to 300 PM ET.

Attachment A

**ACTION ITEMS
TNI PROFICIENCY TESTING
APRIL 24, 2007**

Item No.	Action	Date to be Completed
1.	Kirstin and Jim will revise Volume 1 based on the discussion of comments during the following calls - April 10 and April 24 (this call).	May 2, 2007
2.	Committee members will send comments on Volume 4 to Dan Tholen (from March 13 call)	May 1, 2007
3.	Anand will provide definition the TNI PT Board for the PT volumes.	May 7, 2007
4.	Mike Miller will make the editorial changes to Volume 2.	May 1, 2007

Attachment B

TNI PROFICIENCY TESTING COMMITTEE MEMBERS

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