

**MINUTES OF
THE NELAC INSTITUTE'S
PROFICIENCY TESTING COMMITTEE
CONFERENCE CALL
MAY 8, 2007**

The Proficiency Testing (PT) Committee of The NELAC Institute (TNI) met by conference call on May 8, 2007 at 1:00 p.m. Eastern Time (ET). The call ended at 1:35 PM ET. Matt Sica led the meeting. The list of committee members is given in Attachment B.

Introduction

The following members attended this call:

- Matt Sica
- RaeAnn Haynes

The following associate members attended this call:

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

Discussion on Terms and Definitions of Volume 1 through Volume 4.

A side by side comparison was made of the TERMS AND DEFINITIONS of Volume 1 (dated April 24, 2007 , Volume 2 (dated April 26, 2007), Volume 3 (dated May 5, 2007) and Volume 4 (dated March 13,2007).

Terms addressed during call for consistency:

Field of Accreditation,
Secondary Accrediting Body (AB),
Study,
Proficiency Test Sample,
Proficiency Testing Provider (PTP),
TNI Proficiency Testing (PT) Board, and
Proficiency Testing Provider Accreditor (PTPA).

Matt will make recommended changes to Volumes 1, 3 and 4 and will email all PT committee members and participating associate members.

Mike will make recommended changes to Volume 2 and will email all PT committee members and participating associate members.

Attendees recommend that all volume authors verify that all required definitions are available in section 3 of each volume if referenced in the volume.

Attendees recommend that all volume authors put definitions into alphabetical order.

Action Items

The list of action items from this call are given in Attachment A.

Next Call

The next teleconference will take place on May 9, 2007 at 100 PM ET.

Attachment A

**ACTION ITEMS
TNI PROFICIENCY TESTING
MAY 8, 2007**

Item No.	Action	Date to be Completed
1.	Matt Sica will make changes to the TERMS AND DEFINITIONS sections of Volumes 1, 3 and 4.	May 21, 2007
2.	Mike Miller will make changes to the TERMS AND DEFINITIONS section of Volume 2.	May 21, 2007

Attachment B

TNI PROFICIENCY TESTING COMMITTEE MEMBERS

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