

**MINUTES OF
THE NELAC INSTITUTE'S
PROFICIENCY TESTING COMMITTEE
CONFERENCE CALL
OCTOBER 23, 2007**

The Proficiency Testing (PT) Committee of The NELAC Institute (TNI) met by conference call on October 23, 2007 at 1:00 p.m. Eastern Time (ET). The call ended at 2:10 PM ET. Dr. Anand Mudambi of the US EPA led this meeting. The list of the committee members is given in Attachment B.

Introduction

The following members attended this call:

- Anand Mudambi
- Kirstin McCracken
- Jim Pletl
- RaeAnn Haynes
- Curtis Wood

The following associate members attended this call:

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

Status of Action Items from October 9, 2007 call

Item No.	Action	Date to be Completed
1.	Kirstin will send an e-mail to the NELAP Board regarding guidance on suspension and revocation of laboratories as well as a laboratory appeal process.	Completed 10/18/2007

October 16, 2007 Conference Call Cancelled

Last week's call was cancelled as only 2 members (Curtis and RaeAnn) and 1 associate member (Mike Miller) called in. Curtis sent out an e-mail informing all members and registered associate members of the cancellation.

Experimental PT Sample Discussion

Kirstin reviewed comments received on Volumes 1 and 2 asking for the removal of this section. She said that there has not been much direction from the TNI PT Board as to remove this requirement from the FoPT Tables. Mike Miller suggested that the section be removed but would defer to the decision of the TNI PT Board. Curtis Wood recommended keeping the section in case the TNI PT Board decides to keep experimental PT analytes as part of the FoPT tables.

Discussion on Volume 1 Comments

The committee discussed the following issues:

1. Reporting of Ship date vs Analysis Date for PT samples. The standard will be written using Analysis date and a definition of Analysis Date will be provided.
2. The standard will be revised to have a section on resolution for failed PT Studies. The laboratory must first contact the PT Provider and then the Accrediting Body.

Discussion on Volume 2 Comments

There was discussion on comments received on the following sections:

1. Note under Section 5.1.6 – the committee recommends removing this note pertaining to PT samples that are not Fields of Accreditation. The same note will also be removed in Volume 1.
2. The language on experimental PT samples will be kept.
3. The language on analysis dates will coordinated with Volume 1 changes.
4. The Supplemental PT study defintion will be changed to include PT samples used for corrective action.
5. Section 5.2.1 – the committee recommended removing the section referring to PT samples not available at a frequency of twice a year noting that this will be need to be addressed in separate appendices to the standard for specific analyses.
6. Sections 7.0 to 7.4. These section deal with AB responsibilities when there are failed PT studies and the revision needs to be coordinated with revisions to Volume 1.

Next Steps

Kirstin will send out a sample response template to ensure all responses are addressed. Anand will send the committee the responses used by the Quality Systems committee. Anand will also talk with Ken Jackson as to whether TNI can provide some clerical support to the committee regarding responses to comments.

Action Items

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

Next Call

The next teleconference will take place on October 30, 2007 at 100 PM ET.

Attachment A

**ACTION ITEMS
TNI PROFICIENCY TESTING
OCTOBER 23, 2007**

Item No.	Action	Date to be Completed
1.	Kirstin will send out a sample response template to ensure all responses are addressed.	October 30, 2007
2.	Anand will send the committee the responses used by the Quality Systems committee.	October 30, 2007
3.	Anand will talk with Ken Jackson as to whether TNI can provide some clerical support to the committee regarding responses to comments.	October 30, 2007

Attachment B

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