

**MINUTES OF  
THE NELAC INSTITUTE'S  
PROFICIENCY TESTING COMMITTEE  
CONFERENCE CALL  
NOVEMBER 6, 2007**

The Proficiency Testing (PT) Committee of The NELAC Institute (TNI) met by conference call on November 6, 2007 at 1:00 p.m. Eastern Time (ET). The call ended at 2:00 PM ET. RaeAnn Haynes of the Oregon DEQ led the meeting. The list of the committee members is given in Attachment B.

**Introduction**

The following members attended this call:

- RaeAnn Haynes
- Kirstin McCracken

The following associate members attended this call:

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

**Status of Action Items from October 30, 2007 call**

Item No.	Action	Date to be Completed
1.	Anand will ask Greg Carroll (EPA) if there are any updates to the drinking water reporting requirement.	Pending
2.	Kirstin will work on reporting language and send it to the committee.	Completed 11/05/2007
3.	Curtis will draft responses to Mr. Coyner's comments and distribute them to the committee.	Pending

**Volumes 1 and 2 – Responses to Comments Format**

The meeting attendees discussed the format for responding to comments received on Volume 1 Module 1 (Laboratory PT Requirements) and Volume 2 Module 2 (Accreditation Body PT requirements). They agreed that the format that works best for tracking the responses to comments received from TNI voting members is the full page Vote + Comment Word document received by the committee from TNI. The members plan to complete changes based on the responses to comments to both Volume 1 Module 1 and Volume 2 Module 2. These are planned to be sent to the committee for discussion on the November 20<sup>th</sup> conference call.

**Volumes 1 and 2 –Tracking Laboratory Corrective Action for Failed PT samples**

The members discussed ways for Accrediting Bodies (ABs) to track a laboratory's Corrective action due to a failed PT sample and decided that the analysis date seems to be best way to do the tracking. The members will ask Curtis Wood to add 'laboratory analysis date' to Section 11.2.5 in Volume 3 as information that shall be included in the final evaluation report to the Primary ABs. The members realize that this will be different depending on the

analyte or analyte group. However, since laboratories report analysis dates to all other clients so it seems reasonable that they report this to the PTP as well. Primary ABs will only need to look at this information when they are tracking corrective action PT samples.

**Next Meeting**

Kirstin will run the November 13 meeting.

**Action Items**

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

**Next Call**

The next teleconference will take place on November 13, 2007 at 100 PM ET.

**Attachment A**

**ACTION ITEMS  
TNI PROFICIENCY TESTING  
NOVEMBER 6, 2007**

<b>Item No.</b>	<b>Action</b>	<b>Date to be Completed</b>
1.	Kirstin will send the revised Volume 1 (based on the response to comments) to the committee	November 16, 2007
2.	RaeAnn will send the revised Volume 2 (based on the response to comments) to the committee	November 16, 2007

**Attachment B**

**TNI PROFICIENCY TESTING COMMITTEE MEMBERS**

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