

**MINUTES OF  
THE NELAC INSTITUTE'S  
PROFICIENCY TESTING COMMITTEE  
CONFERENCE CALL  
NOVEMBER 20, 2007**

The Proficiency Testing (PT) Committee of The NELAC Institute (TNI) met by conference call on November 20, 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
- Kirstin McCracken
- Matt Sica
- Jim Pletl
- Tom McAninch
- RaeAnn Haynes
- Dan Tholen

The following associate members attended this call:

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

**Status of Action Items from November 13, 2007 call**

Item No.	Action	Date to be Completed
1.	Kirstin will send the revised Volume 1 (based on the response to comments) to the committee	Completed (Nov 19)
2.	RaeAnn will send the revised Volume 2 (based on the response to comments) to the committee	Pending (from Nov 6 call)
3.	Curtis will draft responses to Mr. Coyner's comments and distribute them to the committee.	Pending (from Oct 30 call)
4.	Anand will ask Greg Carroll (EPA) if there are any updates to the drinking water reporting requirements.	Completed (Nov 19)
5.	Kirstin will present PT sample frequency and Experimental PT samples as PT forum discussion topics at the next PT Board call	Completed (Nov 19)

**Action Items Update**

Kirstin has sent the revised Volume 1 Module 1 to all committee members and participating associate members. RaeAnn and Matt Sica have reviewed the revised Volume 2 Module 2 and will send it to the committee by next week. Curtis Wood could not be on this call.

Anand spoke with Greg Carroll and at this time there are no planned updates to the drinking water reporting requirements.

## **Volume 1 Module 1 Discussion**

The committee discussed the requirement for PT samples used for continued accreditation to be no more than 7 months apart. This requirement has been discussed before with the Abs and will not be changed in the standard.

The committee recommended that TNI should have a policy on the laboratory appeals process.

The committee also discussed the reporting of PT samples for methods which may use only a single point calibration standard (e.g., ICP) since there is no longer a reference to the PTRL in Volume 1 Module 1. Kirstin along with Jim and Tom will revise the language to ensure the laboratories have requirements to report PT samples to the established Limit of Quantitation for such methods.

## **Volume 4 Discussion**

A discussion took place regarding comments provided by Mr. Coyner and Mr. Wibby on Volume 4. Chuck Wibby said that the revised standard still left many issues to the discretion of the TNI PT Board without giving specific details. Dan Tholen replied that there is general agreement these sections would be expanded upon by the TNI PT Board as part of their policies and procedures and that these policies and procedures would be subject to review by the TNI membership. Dan Tholen also said that the members of the TNI PT Board as well as general TNI members have recommended keeping Volume 4 as a standard.

## **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 27, 2007 at 100 PM ET.

**Attachment A**

**ACTION ITEMS  
TNI PROFICIENCY TESTING  
NOVEMBER 20, 2007**

<b>Item No.</b>	<b>Action</b>	<b>Date to be Completed</b>
1.	RaeAnn will send the revised Volume 2 (based on the response to comments) to the committee	Pending (from Nov 6 call)
2.	Curtis will draft responses to Mr. Coyner's comments and distribute them to the committee.	Pending (from Oct 30 call)

**Attachment B**

**TNI PROFICIENCY TESTING COMMITTEE MEMBERS**

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