

**MINUTES OF
THE NELAC INSTITUTE'S
PROFICIENCY TESTING COMMITTEE
February 9, 2010**

Agenda Item 1: Standing Committee Operations

The Proficiency Testing (PT) Committee of The NELAC Institute (TNI) met by conference call on February 9, 2010. Committee Chairperson Kirstin McCracken led the call.

Call to Order: The teleconference was called to order at 1:05 PM ET.

The following committee members were present for this call:

Kirstin McCracken (KM)
Scott Hoatson (SH)
Stacie Metzler (SM)
Matt Sica (MS)
Judy Morgan (JM)
Roger Kenton (RK)
Dan Tholen (DT)
Shawn Kassner (SK)

The following associate members were present for this call:

Gary Dechant (GD)
Mike Miller (MM)
Chuck Wibby (CW)

Agenda Item 1: Standing Committee Operation Items

The minutes from the 01/12/10 teleconference were reviewed. Dan Tholen moved to accept the minutes as written, Judy Morgan seconded the motion. 8 Yes, 0 No, 0 Abstain.

The minutes from the Chicago meeting were reviewed. Scott Hoatson move to accept the minutes as written, Judy Morgan seconded the motion. 8 Yes, 0 No, 0 Abstain.

Agenda Item 2: Chicago Recap

Kirstin gave an overview to call attendees of the PTEC meeting in Chicago. Attendance was low but there was ample time to review the AB survey with the audience. Additionally Judy distributed the survey to other ABs present. Requested feedback by end of February – she has already received feedback and is waiting on comments. The committee spent remaining face to face time developing tentative due dates for upcoming tasks. Mitzi volunteered to take the lead on developing a guidance document with help from Scott and Sean. The subcommittee chairs are committed to wrapping up work in early spring. The committee tentatively scheduled May as the month of release of the new DWS in order to allow sufficient time for public comment and review of comments at the August meeting in Washington DC.

Agenda Item 3: Committee Business

The committee re-elected Kirstin as the Committee Chair and Shawn as the Committee Vice-Chair. The nominations were presented by Dan Tholen and seconded by Judy Morgan. 8 Yes, 0 No, 0 Abstain.

The committee set the teleconference schedule for the 2010 calendar year. The call time was moved to 1:30 -3:00 in order to not conflict with the FoPT call.

The committee reviewed and updated the charter to include new members and change the meeting schedule. Discussion about the Charter followed. As presently written, the Charter is specific to environmental laboratories but maybe it should be revised to cover all TNI programs. Discussion ensued and some of the language was revised to accommodate the change. The draft will be reviewed at the next call.

Agenda Item 4: Spring 2010 Tasks

Subcommittee Work:

MICRO: Complete to be discussed at next teleconference.

RAD / WET / Air: Scheduled to be complete April 1st

The following members volunteered to revise the Working Draft Standard to incorporate previously approved TIA:

V1 – Stacie Metzler

V2 – AB Volume – Scott Hoatson

V3 – PTP – Shawn

V4 –Dan

Judy is active on the AB Survey and plans to have all feedback reviewed and ready for discussion at the next call.

Meeting was adjourned: 2:23 PM

Attachment A

**ACTION ITEMS
TNI PROFICIENCY TESTING COMMITTEE**

Item	Action Item	Assigned To	Due Date	Date Complete
1	Talk to Jerry / Bob about TIA	Kirstin	03/09/10	02/10
2	Forward DWS to Volunteers	Kirstin	03/09/10	02/10
3				
4				
5				

Attachment B

TNI PROFICIENCY TESTING COMMITTEE MEMBERS

Member	Affiliation	Email	Phone	Fax
Stephen Arpie	Absolute Standards, Inc.	stephenarpie@absolutestandards.com	800-368-1131	800-410-25
Stacie Metzler	Hampton Roads Sanitation District	smetzler@hrsd.com	757-460-4217	757-460-65
Shawn Kassner (Vice-Chair)	ERA-A Waters Company	skassner@era.gc.com	303-463-3531	720-898-63
Scott Hoatson	Oregon DEQ	hoatson.scott@deq.state.or.us	503-693-5786	
Roger Kenton	Eastman Chemical Company	rogerk@eastman.com	903-237-6882	
Mitzi Miller	Dade Moeller & Associates	mitzimi@charter.net	509-531-2055	
Matt Sica	Maine CDCP	matthew.sica@maine.gov	207-287-1929	
Lisa Touet	Massachusetts DEP	lisa.touet@state.ma.us	978-682-5237 x364	978-688-03
Kirstin McCracken (Chair)	TestAmerica, Inc.	KirstinL.McCracken@testamericainc.com	802-923-1019	802-660-19
Judy Morgan	Environmental Science Corp	Jmorgan@esclabsciences.com	615-777-9657	
James Webber, Ph.D.	New York State DOH	webber@wadsworth.org	518-474-0009	518-473-28
Dan Tholen	A2LA	tholen.dan@gmail.com	231-929-1721	610-374-72
Amy Doupe	Lancaster Laboratories	adoupe@lancasterlabs.com	717-656-2300 x1812	717-656-26