

**MINUTES OF  
THE NELAC INSTITUTE'S  
PROFICIENCY TESTING COMMITTEE  
CONFERENCE CALL  
MAY 13, 2008 (DRAFT)**

**Agenda Item 1: Standing Committee Operations**

The Proficiency Testing (PT) Committee of The NELAC Institute (TNI) met by conference call on May 13, 2008 at 1:00 p.m. Eastern Time (ET). The call ended at 1:50 PM ET. Committee member Curtis Wood 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:

- Curtis Wood (CJW)
- Matt Sica (MS)
- Tom McAninch (TM)
- Dan Tholen (DT)
- Raeann Haynes (RH)
- Anand Mudambi (AM)

6 out of the 8 members were present and this number constitutes a majority sufficient to duly conduct committee business including voting on low stakes decisions such as approval of minutes.

The complete list of the committee members is given in Attachment B.

The following associate members attended this call:

- Rachel Ellis (RE)
- Amy Doupe (AD)
- Chuck Wibby (CW)
- Dan Dickinson (DD)
- Stephen Arpie (SA)
- Jeff Lowry (JL)

**Status of Action Items from call held on April 8, 2008:**

| <b>I<br/>tem</b> | <b>Action Item</b>   | <b>Assigned To</b> | <b>Due Date</b> | <b>Date Complete</b> |
|------------------|--|--------------------|-----------------|----------------------|
| 1                | Talk to Anand concerning completion dates of committee milestones to add to charter                      | Kirstin / Anand    | 05/13/08        | In Progress          |
| 2                | Distribute Discussion Paper and APLAC Paper to call attendees  | Kirstin            | 04/08/08        | 04/08/08             |
| 3                | Revise draft charter and submit to PT Committee for vote by email. Dan to send Kirstin proposed language | Kirstin / Dan      | 04/11/08        | 04/17/08             |
| 4                | Appoint PT Frequency Subcommittee  | PT Committee       | 04/15/08        | 04/17/08             |

|   |  |              |          |                          |
|---|--|--------------|----------|--------------------------|
|   | Chair and Vice-Chair   |              |          |                          |
| 5 | Respond to Uniformity Committee /<br>Handle via email                                    | PT Committee | 04/11/08 | 04/24/08                 |
| 6 | Ask Jerry and CSDB how amendments or<br>clarifications to standard should be<br>handled. | Kirstin      | 05/13/08 | In progress with<br>CSDB |

### Approval of Minutes from 04/08/2008 Teleconference

CJW read the list of action items, with completion dates, from the April 8th call. CJW indicated that the title of the action items table on page 4 should be changed. No other comments or edits were presented relating to the minutes. TM moved that the minutes be accepted, RH seconded. Vote Tally: 5 Yes, 0 No, 0 Abstain. (AM was not on the call for this vote) Motion passes. **Action Item: CJW will forward the approved minutes, with the corrected date, to Kirstin for distribution and posting.**

### Agenda Item 2: PT Frequency Update

DT provided an update as to the PT Frequency subcommittee. DT and JL will design data review studies to look at data from labs that perform 1 PT/year and those that perform 2 PT/year. The subcommittee will get feedback from ABs related to PT frequency. They will also talk to PT Providers about what non-NELAC PT requests they get from other ABs, industries, customers, etc. The subcommittee is hold conference calls every 2 weeks which are open to members and associates. Expects to have data to present at the August 2008 TNI meeting. SA indicated that he has seen an average 5% improvement in failure rates for labs that perform 2 PT/year versus those that perform 1 PT/year. He asked what the subcommittee would recommend if their data showed the same. DT indicated that the subcommittee's charge does not include making recommendations, just gathering and presenting data. JL indicated that the data SA is referring to would be beneficial for the committee's work and asked that he submit it to DT. SA said he would talk to people within his company to see if he could do this.

### Agenda Item 3: Hold for Next Revision Comments

The committee continued its discussion of the "Hold for Next Revision" comments.

Comment 6: MS – By taking method out we could be alienating the DW program. AM – Suggested we talk to EPA DW officials. RH – EPA is just now beginning to buy into NELAC, would we risk pushing them away by going against their program. AM indicated that he will be at EPA offices in Cincinnati in early June and will attempt to talk to people from the Drinking Water program about this. **Action Item: AM will discuss this issue with representatives of the EPA Drinking Water program and report back to the PT Committee by June 18, 2008.**

Comment 467, comment by Dale Piechocki related to PTs by method (no number), and comment 516: AD – Large labs have multiple accreditations so they have to analyze by multiple methods within a tech. Therefore they are not able to just use one method per technology. It may be easier to keep the requirement as is for legislative process that states will have to go through in order to incorporate NELAC program. AM – Methods that are used can change while available technologies stay fairly consistent. Don't need to change legislation. AM suggested the following language for a response - "Non-persuasive: The current standard incorporates requirements of current and potential NELAC states. Changes at this point could result in problems for both groups concerning the legislative process." AM – motion to accept reponse as read, RH – seconded the motion. Vote Tally: 6 Yes, 0 No, 0 Abstain. Motion passes.

The remaining “Hold for next revision“ comments are related either to experimental analytes or PT frequency. The PT Board is currently discussing experimental analytes and the Frequency subcommittee is dealing with that issue. Therefore, the remaining comments do not need to be discussed at this time.

CJW asked if there were any other issues to be discussed. No issues were raised.

Call guests were thanked for their participation and the call was adjourned at 1:50 PM PM ET.

**Action Items:** The list of action items from this call are given in Attachment A.

**Next Meeting:** The next teleconference is scheduled for Tuesday, June 10<sup>th</sup>, 2008 from 1:00 – 2:30 PM Eastern.

**Attachment A**

**ACTION ITEMS  
TNI PROFICIENCY TESTING COMMITTEE  
MAY 13, 2008**

| <b>I<br/>tem</b> | <b>Action Item</b>  | <b>Assigned To</b> | <b>Due Date</b> | <b>Date Complete</b>  |
|------------------|---|--------------------|-----------------|-----------------------|
| 1                | Talk to Anand concerning completion dates of committee milestones to add to charter                           | Kirstin / Anand    | 05/13/08        | In Progress           |
| 2                | Ask Jerry and CSDB how amendments or clarifications to standard should be handled.                            | Kirstin            | 05/13/08        | In progress with CSDB |
| 3                | Talk to EPA drinking water officials about the need to analyze PT by method and report back to the committee. | Anand              | 6/18/08         |                       |
| 4                | Forward April 8, 2008 approved minutes to Kirstin for distribution and posting.                               | Curtis             | 5/16/2008       | 05/13/08              |

**Attachment B**

**TNI PROFICIENCY TESTING COMMITTEE MEMBERS**

| Name                     | Affiliation                                | Address   |
|--------------------------|--|---|
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| RaeAnn Haynes            | Oregon Department of Environmental Quality | T: (503) 693-5757<br>F: (503)<br>E: <a href="mailto:HAYNES.Raeann@deq.state.or.us">HAYNES.Raeann@deq.state.or.us</a>                          |
| Thomas McAninch          | Laboratory Consulting Services             | T: (903) 757-4269<br>F: (903) 234-9781<br>E: <a href="mailto:mcaninch@cablelynx.com">mcaninch@cablelynx.com</a>                               |
| Kirstin McCracken, Chair | TestAmerica Burlington                     | T: (802) 923-1019<br>F: (802) 660-1919<br>E: <a href="mailto:KirstinL.McCracken@testamericainc.com">KirstinL.McCracken@testamericainc.com</a> |
| Matthew Sica             | Maine Laboratory Certification Program     | T: (207) 287-1929<br>F: (207) 287-4172<br>E: <a href="mailto:matthew.sica@maine.gov">matthew.sica@maine.gov</a>                               |
| Dan Tholen               | A2LA                                       | T: (231) 929-1721<br>F: (610) 374-7234<br>E: <a href="mailto:dantholen@charter.net">dantholen@charter.net</a>                                 |
| Curtis Wood              | Environmental Resource Associates          | T: (303) 431-8454<br>F: (303) 421-0159<br>E: <a href="mailto:cwood@eraqc.com">cwood@eraqc.com</a>   |