

**MINUTES OF
THE NELAC INSTITUTE'S
PROFICIENCY TESTING COMMITTEE
CONFERENCE CALL
MARCH 11, 2008 (FINAL)
APPROVED: 04/08/08**

Agenda Item 1: Standing Committee Operations

The Proficiency Testing (PT) Committee of The NELAC Institute (TNI) met by conference call on March 11, 2008 at 1:00 p.m. Eastern Time (ET). The call ended at 1:34 PM ET. Committee Chair, Kirstin McCracken led the call.

Call to Order: The teleconference was called to order at 1:03 PM ET.

The following committee members were present for this call:

- Anand Mudambi (AM)
- Tom McAninch (TM)
- Dan Tholen (DT)
- Kirstin McCracken (KM)
- Raeann Haynes (RH)

5 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 registered associate members attended this call:

- Chuck Wibby (CW)
- Mike Miller (MM)
- Dan Dickinson (DD)

Status of Action Items from call held on February 12, 2008:

I tem	Action Item	Assigned To	Due Date	Date Complete
1	Send final minutes from Newport meeting to committee members for vote to approve by email.	Kirstin	NA	02/18/08 Minutes approved 02/27/08
2	Add completion dates for action items to the minutes from 01/29/08	Curtis	NA	01/30/08
3	Forward approved minutes from 01/09/08 and 01/29/08 to Jerry to post on TNI website	Curtis	NA	02/15/08
4	Talk to Anand concerning completion dates of committee milestones to add to charter	Kirstin	NA	In Progress
5	Summarize stakeholder viewpoints on PT Frequency, prepare report for committee	PT Frequency Subcommittee	04/08/08	In Progress

6	Distribute draft minutes from 02/12/08 to participants for review	Curtis	02/17/08	02/15/08
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Approval of Minutes from 02/09/08 Teleconference

Anand suggested that the initials of the persons listed in the body of the minutes be added next to the list of names. Committee members were amenable to the proposed change. No other changes were proposed. Kirstin moved to approve the minutes from 02/09/08, Anand seconded the motion. There was no further discussion and the minutes were approved. Vote Tally: 5 Yes, 0 No, 0 Abstain

Agenda Item 2: PT Frequency Update

Dan Tholen and Mike Miller indicated that the volunteers of the PT Frequency subcommittee had not formally met but that activity was in progress. Dan informed the group that APLC (Asian Pacific Laboratory Accreditation Cooperation) had also taken on PT frequency as a topic of interest and the organization was currently gathering information.

Kirstin reminded the group that the charge of this subcommittee is to gather, review and summarize the various stakeholder viewpoints and provide a summary to the committee by the April call scheduled for 04/08/08.

Raeann mentioned that Jim Pletl, the lead volunteer for this subcommittee is also actively working on the WET FoPT Subcommittee. **Action Item: Kirstin to check with Jim to see if he is still able and willing to be the lead on this task.**

Agenda Item 3: Hold for Next Revision Comments

Kirstin provided a summary of comments placed on hold for next revision that now need to be considered by the committee. Based on her counts, the tally is as follows: Between the 4 PT Volumes there are 20 comments that were placed on hold for next revision. Of that number, 7 comments were for Volume 2 (AB) and 13 comments were for Volume 1 (Lab). 9 of the 20 comments are specific to Experimental PTs, 3 of the 20 comments are specific to PT Frequency, and 8 of the 20 comments are specific to the Scope and Application of the existing PT program.

All comments related to experimental PTs and PT frequency are on hold while the committee gathers information and/or consults with the TNI PT Board.

Discussion followed and it was determined that the committee should collectively consider the 8 remaining comments during regularly scheduled conference calls. **Action Item: Kirstin to compile hold for next revision comments and forward to committee members by 03/18/08. Committee members should review prior to 04/08/08 call when the timeline for discussion will be set.**

Dan asked if we should consider other items such as the recent email correspondence about the PTRL. Dan also suggested that we initiate the new standard revision. Mike Miller cautioned that the committee should only initiate the revision process when and if it is deemed necessary (outstanding comments are determined to be persuasive and the revisions cannot be handled with amendments to the existing standard)-after discussion the committee agreed that was a sensible approach.

Call Closeout: A motion to adjourn the call was made by Anand Mudambi and seconded by Raeann Haynes. There was no further discussion and the call was adjourned at 1:34 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, April 8th, 2008 from 1:00 – 2:30 PM Eastern.

Attachment A

**ACTION ITEMS
TNI PROFICIENCY TESTING COMMITTEE
MARCH 11, 2008**

I tem	Action Item	Assigned To	Due Date	Date Complete
1	Add completion dates for action items to the minutes from 02/12/08 and forward minutes to John Applewhite to post on TNI website.	Kirstin	03/17/08	03/21/08
2	Talk to Anand concerning completion dates of committee milestones to add to charter	Kirstin / Anand	04/08/08	
3	Summarize stakeholder viewpoints on PT Frequency, prepare report for committee	PT Frequency Subcommittee	04/08/08	03/21/08
4	Distribute draft minutes from 03/11/08 to participants for review	Kirstin	03/14/08	03/12/08
5	Check with Jim to see if he is still able and willing to be the lead on this task.	Kirstin	03/11/08	03/11/08
6	Compile Hold for Revision Comments into single document; forward to committee	Kirstin	03/18/08	03/20/08

Attachment B

TNI PROFICIENCY TESTING COMMITTEE MEMBERS

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