

**MINUTES OF  
THE NELAC INSTITUTE'S  
PROFICIENCY TESTING COMMITTEE  
CONFERENCE CALL  
APRIL 8, 2008**

**Agenda Item 1: Standing Committee Operations**

The Proficiency Testing (PT) Committee of The NELAC Institute (TNI) met by conference call on April 8, 2008 at 1:00 p.m. Eastern Time (ET). The call ended at 2:30 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:

- Matt Sica (MS)
- 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:

- Mike Miller (MM)
- Rachel Ellis (RE)
- Dan Dickinson (DD)
- Stephen Arpie (SA)

The following guests attended this call: Jeff Lowry, Jeff Flowers, Rock Vitale, Dr. Reza Kamiri, Gary Dechant, and Joe Pardue.

**Status of Action Items from call held on March 11, 2008:**

<b>I tem</b>	<b>Action Item</b>	<b>Assigned To</b>	<b>Due Date</b>	<b>Date Complete</b>
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	04/08/08	Email sent to Anand 04/01/08
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

### Approval of Minutes from 02/09/08 Teleconference

Kirstin proposed that dates for completion for action items be added to the minutes then she moved to approve the minutes from 03/11/08 the motion was seconded. There was no further discussion and the minutes were approved. Vote Tally: 5 Yes, 0 No, 0 Abstain

### Agenda Item 2: PT Frequency Update

Kirstin introduced the Agenda item and asked Jeff Lowry to introduce the call guests, each of whom are interested in participating on the PT Frequency Subcommittee. Each call guest stated their name and business affiliation. Kirstin asked Dan Tholen for an update of the activities of the PT Frequency Workgroup. Due to conflicts with scheduling the workgroup did not officially prepare a summary but Dan gave a brief summary of the content of the discussion paper that highlighted his viewpoints of the situation and also mentioned the activities of international organizations. Prior to the meeting these 2 documents were circulated to the committee members but not to associate members or call guests. Gary asked if those could be circulated to the rest of the group. **Action Item: Forward discussion papers to other call participants.**

The call transitioned to discussion of the Draft Charter for the PT Frequency Subcommittee. Discussion ensued regarding the purpose of the subcommittee task. Points raised by attendees included, information gathering, solicitation of opinions, cost/benefit analysis, public/environmental health, lean manufacturing, and overall purpose of the PT program.

It was decided by those present during the call that the Subcommittee should be chaired by a member of the TNI PT Committee, membership should be limited to 8, a Vice-Chair is needed but the Vice-Chair does not need to be a member of the TNI PT Committee, the Subcommittee should meet every 2 weeks and be prepared to provide a report of progress by August 2008.

Kirstin asked for a motion to establish the PT Frequency Subcommittee (Final Charter to be voted on separately). The motion was seconded by Raeann. There was no further discussion and the vote was taken. Vote Tally: 5 Yes, 0 No, 0 Abstain

Dan Tholen asked if anyone present on the call had any documents or otherwise of objective evidence related to this topic (nobody did).

Jeff Lowry asked how Subcommittee members would be contacted. Answer: The Subcommittee Chairperson will contact each volunteer. Jeff also mentioned that perhaps the members of the ELAB workgroup should participate as individuals not as representatives of ELAB. Participants agreed and the charter will be revised accordingly.

Call guests were thanked for their participation and this Agenda item was closed.

**Action Items: Dan Tholen to forward Kirstin proposed language for the charter. Kirstin to revise draft Charter as discussed from today's call and forward the charter to TNI PT Committee for approval by email vote by Tuesday, 04/15/08.**

### **Agenda Item 3: Uniformity Report**

The committee members attempted to review the 5 issues of recommendation from the Uniformity Standards Committee but realized that we did not have the information needed to adequately review this information. Kirstin proposed that this Agenda item be tabled for the call and handled via email. The committee members present agreed and this Agenda item was closed.

### **Agenda Item 4: Hold for Next Revision Comments**

The committee members initiated review of the comments that were placed on hold for next revision. Three comments were discussed as follows: V2/M2- Tom Coyner, Comment #4, and Comment #5. After discussion, each comment was determined to be Non-Persuasive by the committee members present. The justification for these decisions were discussed and will be finalized after review by committee members that were not present during today's call. The vote tallies will be recorded in the final response to comment document. The remaining comments will be discussed during next teleconference.

***Action Item:** Kirstin to inquire from Jerry and CSDB if the committee can make editorial or clarification changes to the standard without issuing a new revision?*

**Call Closeout:** A motion to adjourn the call was made by Raeann and seconded by Tom. There was no further discussion and the call was adjourned at 2:30 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 8<sup>th</sup>, 2008 from 1:00 – 2:30 PM Eastern.

**Attachment A**

**ACTION ITEMS  
TNI PROFICIENCY TESTING COMMITTEE  
APRIL 8, 2008**

<b>I 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 Chair and Vice-Chair	PT Committee	04/15/08	04/17/08
5	Respond to Uniformity Committee / Handle via email	PT Committee	04/11/08	04/24/08
6	Ask Jerry and CSDB how amendments or clarifications to standard should be handled.	Kirstin	05/13/08	In progress with CSDB

**Attachment B**

**TNI PROFICIENCY TESTING COMMITTEE MEMBERS**

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