

**MINUTES OF
THE NELAC INSTITUTE'S
PROFICIENCY TESTING COMMITTEE
CONFERENCE CALL
DECEMBER 4, 2007**

The Proficiency Testing (PT) Committee of The NELAC Institute (TNI) met by conference call on December 4, 2007 at 1:00 p.m. Eastern Time (ET). The call ended at 1:45 PM ET. 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
- Curtis Wood

The following associate members attended this call:

- Mike Miller (State of New Jersey, Trenton, NJ)
- Rachel Ellis (State of New Jersey, Trenton, NJ)
- Chuck Wibby (Wibby Associates)
- Tom Coyner (APG)

Status of Action Items from December 3, 2007 call

Item No.	Action	Date to be Completed
1.	Curtis will contact Ken Jackson and Jerry Parr to get clarification on the handling of written comments.	Completed (December 3): Email from Ken Jackson to Curtis Wood. Copied to: Chuck Wibby, Jerry Parr, Anand Mudambi, and Tom Coyner.

Volume 1 Module 1 – Continuing Accreditation Requirements

Rachel Ellis pointed out that the laboratory continuing accreditation requirements as written (minimum 15 days apart) could be interpreted by laboratories as being able to analyze 2 PT samples within a time frame just greater than 15 days apart and still meet the continuing accreditation requirement for the whole year (instead of actual intent of the standard that PT samples be spaced within a year with no less than 5 months and no more than 7 months between PT sample samples for the same FoPT). Kirstin said that making this change would affect two other sections in the standard regarding use of PT samples for corrective action and removal of suspension. After some discussion it was agreed that this change will need to be made in order to have no ambiguity in the requirements for continuing accreditation. Kirstin will make the appropriate changes in the requirements for continuing accreditation with allowed exceptions for PT samples being used for corrective action or removal of suspension. Anand will make the appropriate changes to Volume 2 Module 2.

Volume 2 Module 2 – Review of PTRLs by ABs

There was a discussion on there should be standards for the evaluation of PT samples during laboratory on-site inspections by Accrediting Bodies (ABs) verify appropriate use of the PTRL when reporting PT sample data. The committee decided that this should be part of a guidance document as this evaluation is part of the accreditation process.

Next Steps

Kirstin will send the revised Volume 1 to the committee by December 5. Curtis Wood will send the revised Volume 3 to the committee by December 6. Anand will review all revised standards and draft responses to comments documents and send them to the committee by December 7.

Action Items

The list of action items from this call are given in Attachment A.

Next Call

The next teleconference will take place on December 11, 2007 at 100 PM ET.

Attachment A

**ACTION ITEMS
TNI PROFICIENCY TESTING
DECEMBER 4, 2007**

Item No.	Action	Date to be Completed
1.	Kirstin will send the revised Volume 1 to the committee	December 5, 2007
2.	Curtis Wood will send the revised Volume 3 to the committee	December 6, 2007
3.	Anand will review all revised standards and draft responses to comments documents and send them to the committee	December 7, 2007

Attachment B

TNI PROFICIENCY TESTING COMMITTEE MEMBERS

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