

**MINUTES OF
THE NELAC INSTITUTE'S
PROFICIENCY TESTING COMMITTEE
CONFERENCE CALL
JANUARY 9, 2008**

The Proficiency Testing (PT) Committee of The NELAC Institute (TNI) met by conference call on January 9, 2008 at 1:00 p.m. Eastern Time (ET). The call ended at 1:30 PM ET. Chairman 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
- Tom McAninch
- Dan Tholen
- Kirstin McCracken
- Jim Pletl
- Curtis Wood

The following associate members attended this call:

- Chuck Wibby (Wibby Associates)

Status of Action Items from December 14, 2007 call

Item No.	Action	Date to be Completed
1.	Anand will set up a call for Wednesday Jan 9, 2008 at 100 PM ET	January 7 (completed)
2.	Anand will send the revised standards (track change version) and responses to comments documents to all committee members and associates	December 14 (completed)
3.	The committee will vote to release the revised standard and the Response to Comments document from the committee	December 19 (completed)

Meeting Next Week (in Newport Beach, CA)

The PT committee will meeting next week on Wednesday January 16, 2008 in Newport Beach, CA at the semi annual Forum on Laboratory Accreditation. The TNI PT Board will be meeting on Wednesday afternoon.

Anand asked whether committee members could meet for dinner on Tuesday January 15 but Dan said that A2LA will be having a special meeting with the PT Providers that evening. Anand suggested that the committee meet on Monday evening after the reception.

Anand mentioned that Jerry Parr has requested help with getting some conference bags ready from any TNI members who will be at the meeting on Sunday January 13 afternoon.

Anand stated that the purpose of the meeting would be to clarify responses to comments received on the PT Modules to the TNI membership. He will send out a brief agenda to the committee.

Status of Standards and Response to Comments Documents

Anand said that the committee members had unanimously voted to release the standards and also had agreed to the status of the comments in the Response to Comments document.

Anand said that the standards and the Response to Comments Documents had been posted on the TNI website. ReaAnn Haynes had already sent Anand an e-mail regarding consistency of definitions in the final standards. Anand said that editorial changes could still be made to the standards and will confirm with Ken Jackson.

Chuck Wibby stated that he had not received had received the Reponse to Comments documents directly as he thought that the TNI policy required TNI to provide direct responses to all commenters. Anand will check with Ken Jackson regarding this matter.

Disposition of Comments

Chuck Wibby asked how the votes on the comments received were tallied and whether each comment was ruled on by the 2/3 rds of the committee members present as the comments were discussed. Dan Tholen said that all major comments were discussed by the committee and if any committee members had concerns regarding specific comments, then the comment was discussed further until there was unanimous agreement. Anand said that all members reviewed the various drafts of the response to comments documents as they were compiled and agreed to the final responses provided which, in effect, meant that all responses were voted on by the entire committee.

Action Items

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

Next Meeting

The PT Committee will meet face-to-face next Wednesday January 16 in Newport Beach, CA.

Attachment A

**ACTION ITEMS
TNI PROFICIENCY TESTING
JANUARY 9, 2008**

Item No.	Action	Date to be Completed
1.	Anand will send a short agenda for next week's meeting to the committee	January 14, 2008
2.	Anand will check with Ken Jackson regarding the TNI Policy about informing commenters	January 14, 2008

Attachment B

TNI PROFICIENCY TESTING COMMITTEE MEMBERS

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