

**MINUTES OF
THE NELAC INSTITUTE'S
PROFICIENCY TESTING COMMITTEE
CONFERENCE CALL
NOVEMBER 21, 2006**

The Proficiency Testing (PT) Committee of The NELAC Institute (TNI) met by conference call on November 21, 2006 at 1:00 p.m., Eastern Time (ET). The call ended at 1:45 PM ET. Chairman Dr. Anand Mudambi of the US EPA led the meeting. A list of action items is given in Attachment A. The list of the committee members is given in Attachment B.

Introduction

The following members attended this call:

1. Anand Mudambi
2. RaeAnn Haynes
3. Thomas McAninch
4. Kirstin McCracken
5. Dan Tholen
6. Curtis Wood

Continuation of the PT Committee under The NELAC Institute

The partnership of the Institute of National Environmental Laboratory Accreditation (INELA) and the National Environmental Laboratory Accreditation Conference (NELAC) was finalized with the formation of The NELAC Institute (TNI) on November 6, 2006. The PT committee under INELA will continue its existence under TNI and will now be referred to as the TNI PT Committee.

The PT Committee will continue to work with its present members (given in Attachment B) as the current membership meets TNI's balance requirements. The PT Committee will also continue to work on the working draft standard of the PT modules for presentation at the next Forum on Laboratory Accreditation to be held in January 2007.

Anand pointed out that the PT Committee sessions and the Quality System sessions will be on different days this time thus allowing meeting attendees to attend both committee sessions.

Status of PT Volumes 3 and 4

Curtis Wood said that the rewritten Volume 3 (PT Provider Requirements) will be sent to the PT Committee by next week (November 27).

Dan Tholen also said that the Volume 4 (Proficiency Testing Oversight) will be sent to the PT Committee by next week (November 27).

Discussion on PT Volumes 1 (Laboratory Requirements) and 2 (Accrediting Body Requirements)

RaeAnn Haynes (Oregon) and Kirstin McCracken (STL) are coordinating the rewrite of these volumes to ensure consistency between the requirements for laboratories and the requirements for Accrediting Bodies. RaeAnn pointed out that section 7.0 in both volumes dealing with suspension and revocation of laboratories is not consistent with the steps actually being done by current NELAC Accrediting Authorities. Anand asked that this section be divided into two with one section stating the requirements for suspension and a second section on the requirements for revocation.

These two modules will be discussed and approved at the next conference call, so all committee members are encouraged to review the submissions from Raeann and Kirstin.

ERA being bought by Waters Corporation

Curtis Wood stated that his company PT Provider Environmental Resource Associates (ERA) has been bought by Waters Corporation.

Attachment A

**ACTION ITEMS
TNI PROFICIENCY TESTING
NOVEMBER 21, 2006**

Item No.	Action	Date to be Completed
1.	Curtis Wood and Dan Tholen will e-mail the PT Provider Oversight and PT Oversight modules to all committee members.	November 27, 2006
2.	RaeAnn Haynes and Kirstin McCracken will rework Section 7.0 in Volumes 1 and 2, continue to make changes to ensure consistency between the volumes, and will send a new version of both volumes to the committee members.	November 27, 2006

Attachment B

TNI PROFICIENCY TESTING COMMITTEE MEMBERS

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