

**MINUTES OF  
THE NELAC INSTITUTE'S  
PROFICIENCY TESTING COMMITTEE  
CONFERENCE CALL  
JUNE 10, 2008**

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**Agenda Item 1: Standing Committee Operations**

The Proficiency Testing (PT) Committee of The NELAC Institute (TNI) met by conference call on June 10, 2008 at 1:00 p.m. Eastern Time (ET). The call ended at 1:50 PM ET. Committee Chairperson Kirstin McCracken (KLM) led the call

**Call to Order:** The teleconference was called to order at 1:05 PM ET.

The following committee members were present for this call:

- Kirstin McCracken (KM)
- Raeann Haynes (RH)
- Anand Mudambi (AM)
- Stacie Metzler (SM)
- Roger Kenton (RK)
- Amy Doupe (AD)
- Shawn Kassner (SK)
- Stephen Arpie (SA)
- James Webber (JW)

9 out of 12 committee 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.

Introductions of 5 new committee members were made.

The complete list of the committee members is given in Attachment B.

The following associate members attended this call:

- Gary Dechant
- Mike Miller
- Rachel Ellis
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**Status of Action Items from call held on May 13, 2008:**

<b>Item</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	June 24 <sup>th</sup>	In Progress
2	Ask Jerry and CSDB how amendments or clarifications to standard should be handled.	Kirstin	On Hold	On Hold
3	Talk to EPA drinking water officials about the need to analyze PT by method and report back to the committee.	Anand	6/18/08	In Progress

## **Approval of Minutes from 05/13/2008 Teleconference**

Kirstin read the list of action items from the May 13th call and presented dates of completion if available. Kirstin proposed a revision to Attachment B to remove Jim Pletl's name as a Committee Member since his resignation had previously been registered.

Anand moved to accept the minutes with said revisions, the motion was seconded by Raeann. There was no further discussion and ballots were cast. Vote Tally: 8 Yes, 0 No, 0 Abstain. (SA was not on the call for this vote) Decision passes. **Action Item: KM will forward the approved minutes, with the corrected date, to John Applewhite for posting to the TNI website.**

## **Agenda Item 2: PT Frequency Update**

Dan Tholen, Chair of the PT Frequency Subcommittee, was not present on the call. Kirstin, Ex Officio member of the subcommittee gave a brief update on activities and progress to date. She informed the committee that the subcommittee teleconference schedule and approved minutes will be posted on the TNI website.

Kirstin asked the committee if they were interested in revising the PT Frequency Subcommittee Charter in order to expand the membership of this subcommittee which is currently limited to 8 members selected at the discretion of the Subcommittee Chair. The question was prompted by a request from ELAB Chair, Jim Pletl, to include the 3 ELAB Workgroup Chairs on the subcommittee. The request from Jim was received after the subcommittee was formed and the request would prompt the need for another member of the subcommittee to drop their member status to associate member. Discussion ensued and Anand proposed that the Charter and membership remain as is. Stephen raised the point that the subcommittee activities could easily be biased based on the opinion and balance of the subcommittee members. Kirstin noted that based on her participation in the subcommittee calls that the activity of the members of the subcommittee seemed to be working objectively in their data analysis and information gathering effort. After further discussion, no motion for revision to the Charter was proposed and the topic was closed. Kirstin told the committee that she would keep them apprised of any further need to re-open this issue.

## **Agenda Item 3: Experimental PT**

Kirstin provided the following update on the status of the email summary that was sent by Curtis to the PT Board in February 2008. Kirstin asked Carl Kircher, PT Board Chair, about the the email the last week of May 2008. Carl said he did not remember the email. Kirst sent the email to Carl again and will follow-up to see if this item can be added to the Agenda of the PT Board. Anand suggested that Kirstin request a response from Carl to be certain that he received the email. Steve asked for a brief summary of the points in the email sent by Curtis. Kirstin provided the summary and sent a copy of the email to each call participant. Steve informed the group that there is a difference between PTs in design phase and those that are active and that use of a study mean to score a PT sample for accreditation is in conflict with ISO 17043.

Kirstin reminded the group that the experimental analytes, acceptance criteria and design are under the purview of the PT Board but so long as the experimental analytes are listed in the FoPT tables, the committee members believed that a requirement to analyze the PT samples be part of the standard-even though performance on the experimental PTs could not be used as a basis for accreditation. This is the reason the negative comments received during the standards development process were placed on hold-for next revision and any future work on this topic is dependent on the PT Board. **Action Item: Kirstin to contact Carl Kircher to see if this item can be moved onto the PT Board Agenda.**

#### **Agenda Item 4: Decision Making SOP**

The group reviewed the draft list of decision making points and rules that was distributed with the Agenda. Anand suggested that the definition for simple majority and 2/3 majority be included so that it is clear that only committee member votes are counted. Each decision point was reviewed and changes suggested by Anand, Roger and Shawn. The merits were discussed and all of the call participants agreed with the changes. **Action Item: Kirstin will forward the final decision-making matrix to the committee members for further input and vote.**

#### **Agenda Item 5: Next Steps**

- **Hold for Next Revision:** The committee finished its review of hold for next revision comments not applicable to PT Frequency or Experimental PT during its last teleconference. The committee now needs to formulate a response to the commenter. Kirstin asked the committee members how the work should be delegated and it was determined that the response would be drafted by each interest group represented. PTPs handle comments on PTP volume, Labs handle comments on lab volume, etc. Delegations will be made during the next teleconference.
- **Call Schedule before August Meeting:** Kirstin proposed that the committee hold bi-weekly teleconference calls in June and July in order to preprepare for the August meeting. The following dates were proposed: June 24th, July 8th, July 22nd and August 5th. There was general support from the call participants to the addition of these calls. **Action Item: Kirstin will forward the proposed call schedule to committee members that were not present and initiate a request with Tom to set up the call.**
- **August Meeting Prep:** Kirstin asked the call participants if there were any suggestions for format and content for our committee session. Roger suggested open forum on PT Program. Kirstin indicated that part of the session will include a summary of progress to date from the PT Frequency Subcommittee. It is expected that the PT Committee session will be well attended so structure and organization will be important. Amy asked if the PT requirements for non-NELAC ABs was known and Kirstin said that this data was being gathered by the PT Frequency Subcommittee and should be available to present at the August meeting. **Action Item: All Committee Members: Forward any suggestions about structure and content of August meeting to Kirstin.**
- **Other:** Kirstin asked the group what they thought should be the next focus item for the committee. Roger suggested a guidance document for small laboratories and Shawn suggested a cross-walk between the 2008 and the 2003 standard.

A motion to adjourn the call was submitted by Roger and seconded by Shawn. The teleconference was adjourned at 2:20 PM.

**Action Items:** The list of action items from this call are given in Attachment A.

**Next Meeting:** The next teleconference is teleconference is scheduled for June 24, 2008.

**Attachment A**

**ACTION ITEMS  
TNI PROFICIENCY TESTING COMMITTEE  
JUNE 10, 2008**

<b>Item</b>	<b>Action Item</b>	<b>Assigned To</b>	<b>Due Date</b>	<b>Date Complete</b>
1	Forward Minutes from 05/13/08 teleconference to John Applewhite.	Kirstin	06/11/08	
2	Forward Draft Minutes from 06/10/08 to call participants.	Kirstin	06/11/08	
3	Contact Carl Kircher / Experimental PT	Kirstin	06/25/08	
4	Circulate Decision Making Rules Final Draft	Kirstin / All	06/11/08	
5	Forward Suggestions for August Meeting to Kirstin	All	07/08/08	
6	Set up Calls for June/July	Kirstin / Tom	06/13/08	

**Attachment B**

**TNI PROFICIENCY TESTING COMMITTEE MEMBERS**

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