

**MINUTES OF
THE NELAC INSTITUTE'S
PROFICIENCY TESTING COMMITTEE
CONFERENCE CALL
OCTOBER 14, 2008 (FINAL)**

Agenda Item 1: Standing Committee Operations

The Proficiency Testing (PT) Committee of The NELAC Institute (TNI) met by conference call on October 14, 2008 at 1:00 PM Eastern Time (ET). The call ended at 1:04 PM ET. Committee Chairperson Kirstin McCracken led the call

Call to Order: The teleconference was called to order at 1:04 PM ET. The following committee members were present for this call:

Kirstin McCracken (KM)
RaeAnn Haynes (RH)
Amy Doupe (AD)
Anand Mudambi (AM) – Joined during vote to approve subcommittee charters
Roger Kenton (RK)
Jim Webber (JW)
Stephen Arpie (SA)
Shawn Kassner (SK)
Stacie Metzler (SM)

9 out of 12 committee members were present and this number constitutes a 2/3 majority sufficient to duly conduct committee business. A complete list of committee members is provided in Attachment B.

The following associate members were present for this call:

- Mike Miller
- Rachel Ellis
- Chuck Wibby
- Gary Dechant
- Joe Pardue
- Nile Luedtke
- Jeff Lowery

Status of Outstanding Action Items from Past Calls:

Item	Action Item	Assigned To	Due Date	Date Complete
1	Ask Jerry and CSDB how amendments or clarifications to standard should be handled.	Kirstin	On Hold	On Hold
2	PT Frequency Subcommittee info to website	Kirstin/Dan	September 2008	September 2008
3	Clarify charter comment with Tom Coyner	Kirstin		Request to Tom 09/25/08
4	Revise Subcommittee Charters	Kirstin/ Shawn (radchem)	In Progress	10/14/08

5	Email Jerry about subcommittee charter vote	Matt	09/09/08	09/09/08
6	Email Kirstin about posting call schedule	Matt	09/09/08	09/09/08
7	Ask TNI Webmaster to list call time as 1:00-2:30 PM	Kirstin		09/25/08
8	Email Kirstin about posting new committee members	Matt	09/09/08	09/09/08 / 09/25/08

KLM proposed removal of action item 1 since the committee is not currently working on amendment or clarification. The proposition was approved.

Approval of Minutes from 09/08/08 Teleconference

SA moved to approve the minutes from 09/08/08. The motion was seconded by RH. No further discussion occurred and the minutes were approved by simple majority vote.

Agenda Item 2: Approve and Update PT Committee Charter

SK provided update to status of Charter. He indicated that the only outstanding issue was evaluation of the comment from Tom Coyner. KM sent an email to Tom requesting clarification but did not receive a response. CW mentioned that Tom had sent a similar comment with explanation to the PT Board. Kirstin will forward explanation to PT Committee. Approval of Charter tabled for now.

Agenda Item 3: Review & Approve Draft Subcommittee Charter(s)

At the last teleconference SA recommended a revision to include language requiring the subcommittee to annually assess their work to the charter. Language was drafted by Shawn and Amy and approved by committee. A call for Vote was initiated and motions to approve the Charters were made as follows: Air-RH, seconded by JW. WET- SK, seconded by RK, Radiochemistry- JW seconded by Anand. Individual votes were taken for each charter and the vote tally in each instance was Yes-9, No-0, Abstain-0

Gary volunteered to serve on the Radiochemistry Subcommittee.

Kirstin asked Committee is we needed to create a subcommittee for microbiology. Discussion ensued and it was determined that the committee would form an Ad Hoc group to review the 2003 NELAC standard Appendix E to determine if it was sufficient before any decisions to proceed with a subcommittee were considered. Rachel, Kirstin & Shawn will seek input from members of their organizations and report back by the November Call. *Action Item: Kirstin send an email of questions to Rachel & Shawn.*

Agenda Item 4: PT Frequency Subcommittee Update

Jeff gave a quick update of activity, which continues with the Maine PT study and AB survey and they have begun discussion on cost analysis. Kirstin asked the committee if they were any concerns about progress. After discussion, the committee decided to re-assess progress in November.

Agenda Item 5: Standards Interpretation Review

The Committee reviewed the request for standards interpretation and agreed upon a response to submit to the the LASC. Lively discussion followed and Roger suggested that the committee re-check the TNI

Standard to be sure requirements for FoPT are clearly stated and if necessary, a revision or amendment to the standard be made.

Agenda Item 5: LASC Comments

Kirstin said the committee will begin going through the LASC comments starting with the call on October 28, 2008. Anyone not able to attend should send along their input to the committee.

Other Business:

Kirstin announced that there will be an hour long session during Assessor Forum in Miami to review the new PT standard. Going through the LASC comments will help the committee establish a game plan for the special session.

Call Close Out:

The teleconference was adjourned at 2:45 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 October 28, 2008.

Attachment A

**ACTION ITEMS
TNI PROFICIENCY TESTING COMMITTEE
10/14/08**

Item	Action Item	Assigned To	Due Date	Date Complete
1	Clarify charter comment with Tom Coyner	Kirstin		10/14/08
2	Send PT Committee final response to LASC for review	Kirstin		10/14/08
3	Send Shawn and Rachel Questions for Micro	Kirstin		10/20/08

Attachment B

TNI PROFICIENCY TESTING COMMITTEE MEMBERS

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