

**MINUTES OF
THE NELAC INSTITUTE'S
PROFICIENCY TESTING COMMITTEE
CONFERENCE CALL
OCTOBER 28, 2008 (FINAL)**

Agenda Item 1: Standing Committee Operations

The Proficiency Testing (PT) Committee of The NELAC Institute (TNI) met by conference call on October 28, 2008 at 1:00 PM Eastern Time (ET). The call ended at 2:40 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)
Matt Sica (MS)
Shawn Kassner (SK)
Roger Kenton (RK)
RaeAnn Haynes (RH) – joined on LASC Item V3 #17

5 out of 12 committee members were present and this number does not include a majority sufficient to conduct committee business. A complete list of committee members is provided in Attachment B.

The following associate members were present for this call:

- Rachel Ellis
- Chuck Wibby
- Eric Smith
- Jeff Lowry
- Jill Henes

Approval of Minutes from 10/14/08 Teleconference

Postponed

Agenda Item 2: LASC Comment Review

A simple majority of committee members were not present for the call so no voting or decisions were made. The call attendees reviewed comments from LASC and proposed recommendations for action or response. The discussion began with the LASC comments for Volume 3. Each comment was reviewed, and openly discussed with a proposed recommendation for resolution.

Two of the comments for Volume 3 were associated with the LOQ reporting. The committee broke down the issue and determined that it is likely that as currently written the language in 10.3 of Volume 3 is not implementable and will likely require a standard revision or amendment. (The exact process is not known at this point in time-but it is understood that only editorial changes may now be made to the approved standard). The call attendees debated the merits of implementation of the change from PTRL to LOQ reporting and the likelihood of acceptance by the NELAP Board. Matt reminded the group that even though there are some concerns about implementation from some ABs, other ABs did participate in the

standard development process and were in support of a change despite implementation challenges. Given that the merits of the requirement change were debated publicly during the standard development process the group present on the call decided the best course of action would be to review the language of the TNI standard related to LOQ/PTRL to determine which language changes need to be made to implement the standard and also create a guidance document for implementation. **Action Item:** *Shawn to review the language in Section 10.3 of Volume 3 and propose editorial and grammatical changes as needed.*

Call Close Out:

The teleconference was adjourned at 2:25 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 282008.

Attachment A

**ACTION ITEMS
TNI PROFICIENCY TESTING COMMITTEE
10/28/08**

Item	Action Item	Assigned To	Due Date	Date Complete
1	Review 10.3 and propose editoria and grammatical changes as needed.	Shawn Kassner	November Call	

Attachment B

TNI PROFICIENCY TESTING COMMITTEE MEMBERS

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