

**MINUTES OF  
THE NELAC INSTITUTE'S  
PROFICIENCY TESTING COMMITTEE  
CONFERENCE CALL  
NOVEMBER 18, 2008 (FINAL)**

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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 November 18, 2008 at 1:00 PM Eastern Time (ET). The call ended at 2:25PM 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)  
Dan Tholen (DT)  
Steve Arpie (SA)  
Jim Webber (JW)  
Stacie Metzler (SM)  
Tom McAninch (TM)

7 out of 12 committee members were present and this number does 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
- Mike Miller
- Jill Henes

**Approval of Minutes from 10/14/08, 10/28/08 Teleconference**

Approval of Minutes will be handled via email.

**Agenda Item 1: LASC Comment Review**

The call attendees reviewed and discussed each of the remaining items on the LASC Report for V1-V4 and devised a proposed response. Kirstin will summarize the response and forward to each committee member for approval prior to submission of the response to the LASC.

In the discussion of a comment from the LASC for a clause included in V3 regarding the composition of PT samples used for corrective action, the call attendees agreed that the composition of a corrective action PT should be unknown to the laboratory because proficiency includes the ability to identify and correctly not identify analytes present in an environmental sample. The PT samples should be handled in the same manner. However, it is unknown if a change such as this could be proposed at this time with an interim amendment. If so, the call attendees recommend a change to the standard. If not, the recommendation should be held for future revision. Kirstin will check on the requirements regarding interim amendments.

### **Agenda Item 2: LASC Request for Interpretation**

Dan Tholen provided some perspective on some of the items listed in the latest request for interpretation. These items were sent to the PT Board with input requested by the committee. The call attendees decided the best way to handle this would be for each member to review the request and provide input to Kirstin. Kirstin will consolidate the comments from each member for further discussion by the committee.

### **Agenda Item 3: Assessor Forum**

Matt will provide 1 hour presentation at the Assessor Forum in Miami. The topic is a cross-walk between the 2003 NELAC PT Standard to the TNI PT Standard. Matt intends to cover the major changes such as PTRL to LOQ reporting of PT samples.

### **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 December 9, 2008.

**Attachment A**

**ACTION ITEMS  
TNI PROFICIENCY TESTING COMMITTEE  
11/18/08**

<b>Item</b>	<b>Action Item</b>	<b>Assigned To</b>	<b>Due Date</b>	<b>Date Complete</b>
1	Review 10.3 and propose editoria and grammatical changes as needed.	Shawn Kassner	November Call	
2	Prepare final repsonse to LASC	Kirstin	11/24/08	
3	Review Amendment Process & Share with Committee	Kirstin	December Call	

**Attachment B**

**TNI PROFICIENCY TESTING COMMITTEE MEMBERS**

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