

**MINUTES OF
THE NELAC INSTITUTE'S
PROFICIENCY TESTING COMMITTEE
CONFERENCE CALL
MARCH 17, 2009**

Agenda Item 1: Standing Committee Operations

The Proficiency Testing (PT) Committee of The NELAC Institute (TNI) met by conference call on March 17, 2009 at 1:05 PM Eastern Time (ET). The call ended at 2:20PM ET. Committee Chairperson Kirstin McCracken 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)
Dan Tholen (DT)
Steve Arpie (SA)
Shawn Kassner (SK)
Roger Kenton (RK)
Lisa Touet (LT)
Amy Doupe (AD)

7 out of 10 committee members were present and this number does comprise 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 (RE)
Eric Smith (ES)
Mike Miller (MM)
Chuck Wibby (CW)
Gary Dechant (GD)
RaeAnn Haynes (RH)
Jeff Lowry (JL)

Agenda Item 1: Standing Committee Operations

Action Item Update

The minutes from the teleconference from 02/10/09 were presented for approval by Shawn. The motion was seconded by Roger. No further discussion occurred and the minutes were approved by vote. Call Vote Tally: 6 Yes, 0 No, 1 Abstain

Agenda Item 2: PT Frequency Update

Dan did not have anything to report. Kirstin told the committee that she and Shawn were working to gather all the materials received so far regarding PT Frequency to forward to the committee. They are

also working on pulling out key points from these materials but all members are encouraged to begin to review these materials in preparation for future discussion.

Agenda Item 3: LASC Report / TIA

Kirstin informed the group that LASC #14 had been forwarded to the TNI Executive Director and was under review by the NELAP Board- any committee actions on this comment is on hold pending response from the TNI administrative body.

Kirstin informed the group that the other editorial changes had been forwarded to and reviewed by the CSDB. The CSDB agreed with all of the proposed changes except for one editorial change for V4 in which the CSDB does not believe a change is necessary. The change was proposed by the LASC and the committee does not have a strong opinion either way. The committee will allow the CSDB to resolve the difference with the LASC.

LASC Proposed TIA #1: V3, Section 10.3: Shawn reviewed the proposed language and discussion followed. Chuck asked if the States had reviewed the language and were agreeable to the change. The States have not yet reviewed the new language but the revisions are necessary to implement the change from PTRL to LOQ Reporting. Roger reminded the attendees that the procedural change had been approved by the TNI membership and was now part of the standard. The attendees discussed the various concerns that have been raised regarding the change from PTRL to LOQ reporting and believe those concerns can be rectified with sound guidance for implementation to the laboratory and AB community. A vote was taken to submit the proposed language to the CSDB as a TIA. Tally: 7 Yes, 0 No, 0 Abstain

LASC Proposed TIA #2: Kirstin requested guidance from the TNI Executive Director and the LASC Chair on how to respond to the LASC proposal which was to remove the word “appeals” from VIM1 Section 7.2. The recommendation at this point in time is to remove this clause from the standard. The administrative body of TNI will continue to work to develop an effective complaint resolution process which can be implemented for the program as a policy. Dan raised a key point to consider- Does ANSI require a consensus standards development body to maintain a complaint resolution process? Kirstin will forward this question to Jerry Parr. After further discussion it was decided to propose a TIA to remove the clause from the standard. A vote was taken to submit the proposed language to the CSDB as a TIA. Tally: 7 Yes, 0 No, 0 Abstain

LASC Proposed TIA #3: Several sections of V2M2 required revision to make the language consistent with VIM1. The proposed language was reviewed and approved for submission to CSDB as TIA. Vote Tally: 7 Yes, 0 No, 0 Abstain

LASC Proposed TIA #4: The committee reviewed the sections of V3 for which the LASC requested a TIA to ensure V3 is consistent with V1. These sections use the term “PTRL” and the LASC is concerned with the change from PTRL to LOQ Reporting. After review and discussion the committee decided the use of the term PTRL in the referenced sections has no relation to the change from PTRL to LOQ reporting and a TIA is not necessary. The use of the term PTRL in these sections refers to formulation and verification of PT samples. The requisite changes to language to allow for implementation of PTRL to LOQ Reporting are addressed with TIA #1. Vote Tally: 7 Yes, 0 No, 0 Abstain

LASC Proposed TIA # 5: After review the committee could not determine a need for TIA. The exception for PCB is no longer applicable and the existing language is consistent with the change. The committee will notify the laboratory community of the change with a guidance document but a TIA is not needed. Vote Tally: 7 Yes, 0 No, 0 Abstain

Committee Proposed TIA: The LASC originally proposed several editorial changes that the committee decided met the requirements for TIA. These were discussed and the proposed language approved by committee. Vote Tally: 7 Yes, 0 No, 0 Abstain

Action Item: *Kirstin will prepare a final document of TIA for submission to the CSDB.*

Kirstin asked the committee for their thoughts on how to proceed with the guidance documents. Dan Tholen suggested these be prepared as an “Informative Annex to the Standard” that specifically address items that are confusing but leave others alone. It was decided that a subset of volunteers from the committee be solicited to draft the guidance documents. Mike Miller volunteered for V2M2. Kirstin will put out a call for volunteers.

The call was adjourned by Kirstin at 2:20 PM.

Next Meeting: The next teleconference is teleconference is scheduled for April 14, 2009.

Attachment A

**ACTION ITEMS
TNI PROFICIENCY TESTING COMMITTEE
03/17/09**

Item	Action Item	Assigned To	Due Date	Date Complete
1	Update 2008 Charter and Forward	Kirstin	01/31/09	In Progress
2	Submit TIA to CSDB	Kirstin	03/20/09	03/26/09
3	Solicit Volunteers for Guidance Documents	Kirstin	04/01/09	On Hold

Attachment B

TNI PROFICIENCY TESTING COMMITTEE MEMBERS

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