

**MINUTES OF
THE NELAC INSTITUTE'S
PROFICIENCY TESTING COMMITTEE
CONFERENCE CALL
DECEMBER 18, 2006**

The Proficiency Testing (PT) Committee of The NELAC Institute (TNI) met by conference call on December 18, 2006 at 4:00 p.m. Eastern Time (ET). The call ended at 4:15 PM ET. Chairman Dr. Anand Mudambi of the US EPA led the meeting. A list of action items is given in Attachment A. The list of the committee members is given in Attachment B.

Introduction

The following members attended this call:

1. Anand Mudambi
2. Tom McAninch

Status of action items from the December 5 and December 7 conference calls

The status of the action items from that call are given below:

Item No.	Action	Status
1.	Kirsten McCracken will send the final Volumes 1 and 2 incorporating the appeals process to the committee. (from December 7 call)	Completed – sent to all committee members on December 12, 2006
2.	Curtis Wood will send the final Volume 3 incorporating all comments received from the committee. (from December 5 call)	Completed – sent to all committee members on December 11, 2006
3.	Dan Tholen will send the final Volume 4 incorporating all comments received from the committee. (from December 5 call)	Completed – sent to all committee members on December 9, 2006

Voting the PT Working Draft Standards out of the PT Committee

The PT committee unanimously voted the following Proficiency Testing Working Draft Standards out of the committee for general review by all TNI members:

1. Volume 1, Module 3 Requirements for Laboratories
2. Volume 2, Module 2 Requirements for Accrediting Bodies
3. Volume 3 Requirement for PT Providers
4. Volume 4 PT Oversight

PT Committee members who could not attend the call had sent in e-mails with their votes.

These PT Working Draft Standards will be discussed at the next TNI meeting which will be held in Denver, CO the week of January 29, 2007.

Anand will e-mail the PT Working Draft Standards to Ken Jackson (Standards Coordination Committee) and Jerry Parr (TNI Executive Director) for a final review. The PT Working Draft Standards will then be posted on the TNI website.

Attachment A

**ACTION ITEMS
TNI PROFICIENCY TESTING
DECEMBER 18, 2006**

Item No.	Action	Date Completed
1.	Anand Mudambi sent the final PT Working Draft Standards to Ken Jackson and Jerry Parr	December 18, 2006

Attachment B

TNI PROFICIENCY TESTING COMMITTEE MEMBERS

Name	Affiliation	Address
Anand Mudambi, Chairman	USEPA/OSWER	T: (703) 603-8796 F: (703) 603-9135 E: mudambi.anand@epa.gov
RaeAnn Haynes	Oregon Department of Environmental Quality	T: (503) 229-5983 ext 227 F: (503) 229-6924 E: HAYNES.Raeann@deq.state.or.us
Thomas McAninch	Laboratory Consulting Services	T: (903) 757-4269 F: (903) 234-9781 E: mcaninch@cablelynx.com
Kirstin McCracken	STL Burlington	T: (804) 655-1203 ext216 F: (804) 655-1248 E: kmmracken@stl-inc.com
James Pletl	Hampton Roads Sanitation District (HRSD)	T: (757) 460-4246 F: (757) 460-2372 E: jpletl@hrsdc.com
Matthew Sica	Maine Laboratory Certification Program	T: (207) 287-1929 F: (207) 287-4172 E: matthew.sica@maine.gov
Dan Tholen	A2LA	T: (231) 929-1721 F: (610) 374-7234 E: tholen@traverse.com
Curtis Wood	Environmental Resource Associates	T: (303) 431-8454 F: (303) 421-0159 E: cwood@eraqc.com