

**MINUTES OF  
THE NELAC INSTITUTE'S  
PROFICIENCY TESTING COMMITTEE  
CONFERENCE CALL  
APRIL 17, 2007**

The Proficiency Testing (PT) Committee of The NELAC Institute (TNI) met by conference call on April 17, 2007 at 1:00 p.m. Eastern Time (ET). The call ended at 1:30 PM ET. Chairman Dr. Anand Mudambi of the US EPA led the meeting. The list of the committee members is given in Attachment B.

**Introduction**

The following members attended this call:

- Anand Mudambi
- Curtis Wood
- Dan Tholen
- Tom McAninch

The following associate members attended this call:

- Mike Miller (State of New Jersey, Trenton, NJ)
- Tom Chepiga (State of New Jersey, Trenton, NJ)

**Status of action items from the April 10, 2007 conference call**

| Item No. | Action   | Date to be Completed       |
|----------|--|----------------------------|
| 1.       | Anand will revise March 13 and 27 minutes and then forward to TNI for posting.                                 | Completed (April 11, 2007) |
| 2.       | Kirstin and Jim will revise Volume 1 based on the discussion of comments during this call (from April 10 call) | Pending                    |
| 3.       | Committee members will send comments on Volume 4 to Dan Tholen (from March 13 call)                            | Pending                    |

**Attendance Status**

ReaAnn Haynes, Jim Pletl, and Kirstin McCracken could not be on this call due to prior engagements. They sent e-mails to Anand informing him of their inability to attend this call.

**Status of Volumes 1 and 2: Laboratory PT Requirements and Accrediting Body PT Requirements**

Mike Miller had comments on the discrepancies between Volumes 1 and 2 regarding definitions for Supplemental PT Studies as well as reinstatement of accreditation based on corrective action PT studies. He will provide revised language to the committee.

### **Status of Volumes 3 and 4: PT Provider Requirements and PT Oversight**

Volume 3 is almost ready for a final review. Volume 4 may still need to be revised based on the minutes of the meeting of the TNI Board and Program Chairs in San Antonio (held on April 3, 4, and 5). Anand will ask Tom to forward the minutes to the PT Committee.

### **Action Items**

Action items from this conference call are given in Attachment A.

### **Next Calls**

The next teleconference will take place on April 24, 2007 at 100 PM ET. Anand also proposed calls on May 7, 8 and 9 from 200 to 400 PM ET to coordinate and finalize all volumes (which would be the Draft Interim Standard) prior to sending them to the TNI Board.

**Attachment A**

**ACTION ITEMS  
TNI PROFICIENCY TESTING  
APRIL 17, 2007**

| <b>Item No.</b> | <b>Action</b>  | <b>Date to be Completed</b> |
|-----------------|--|-----------------------------|
| 1.              | Mike Miller will provide revised language for Supplement PT Studies (for Volume 2) | April 24, 2007              |
| 2.              | Tom McAninch will forward the San Antonio meeting minutes to the committee.        | April 24, 2007              |

**Attachment B**

**TNI PROFICIENCY TESTING COMMITTEE MEMBERS**

| <b>Name</b>             | <b>Affiliation</b>                         | <b>Address</b>  |
|-------------------------|--|---|
| Anand Mudambi, Chairman | USEPA/OSWER                                | T: (703) 603-8796<br>F: (703) 603-9135<br>E: <a href="mailto:mudambi.anand@epa.gov">mudambi.anand@epa.gov</a>                         |
| RaeAnn Haynes           | Oregon Department of Environmental Quality | T: (503) 229-5983 ext 227<br>F: (503) 229-6924<br>E: <a href="mailto:HAYNES.Raeann@deq.state.or.us">HAYNES.Raeann@deq.state.or.us</a> |
| Thomas McAninch         | Laboratory Consulting Services             | T: (903) 757-4269<br>F: (903) 234-9781<br>E: <a href="mailto:mcaninch@cabllynx.com">mcaninch@cabllynx.com</a>                         |
| Kirstin McCracken       | STL Burlington                             | T: (802) 923-1019<br>F: (802) 660-1919<br>E: <a href="mailto:kmccracken@stl-inc.com">kmccracken@stl-inc.com</a>                       |
| James Pletl             | Hampton Roads Sanitation District (HRSD)   | T: (757) 460-4246<br>F: (757) 460-2372<br>E: <a href="mailto:jpletl@hrsdc.com">jpletl@hrsdc.com</a>                                   |
| Matthew Sica            | Maine Laboratory Certification Program     | T: (207) 287-1929<br>F: (207) 287-4172<br>E: <a href="mailto:matthew.sica@maine.gov">matthew.sica@maine.gov</a>                       |
| Dan Tholen              | A2LA                                       | T: (231) 929-1721<br>F: (610) 374-7234<br>E: <a href="mailto:tholen@traverse.com">tholen@traverse.com</a>                             |
| Curtis Wood             | Environmental Resource Associates          | T: (303) 431-8454<br>F: (303) 421-0159<br>E: <a href="mailto:cwood@eraqc.com">cwood@eraqc.com</a>                                     |