

**MINUTES OF
THE NELAC INSTITUTE'S
PROFICIENCY TESTING COMMITTEE
CONFERENCE CALL
MAY 1, 2007**

The Proficiency Testing (PT) Committee of The NELAC Institute (TNI) met by conference call on May 1, 2007 at 1:00 p.m. Eastern Time (ET). The call ended at 2:00 PM ET. Curtis Wood of Environmental Resource Associates led the meeting. The list of the committee members is given in Attachment B.

Introduction

The following members attended this call:

- Kirstin McCracken
- Tom McAninch
- Curtis Wood

The following associate members attended this call:

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

Status of action items from the April 24, 2007 conference call

Item No.	Action	Date to be Completed
1.	Committee members will send comments on Volume 4 to Dan Tholen (from March 13 call)	Completed
2.	Mike Miller will make the editorial changes to Volume 2.	Completed
3.	Kirstin and Jim will revise Volume 1 based on the discussion of comments during the following calls - April 10 and April 24.	Pending
4.	Anand will provide definition the TNI PT Board for the PT volumes.	Pending (due May 7, 2007).

Call Status

Anand Mudambi, RaeAnn Haynes, Jim Pletl, Matt Sica and Dan Tholen could not be on this call due to prior engagements.

Kirstin reviewed revisions made by her and Jim Pletl to Volume 1, Module 1.

Section 1.3.1 – those present on the conference call determined that references to “this Standard” should be changed to “this Module”.

3.18 – Kirstin will use the same definition as is in the AB Module.

Discussed the language needed to instruct labs how to report non-detected results. It was determined that the language belonged in section 5.1.3. The language will direct labs to report down to their lowest calibration value and to report a less than if lower than this.

Curtis will revise Volume 3 such that any reported value of “<x” will be acceptable if the lower PT acceptance limit is less than x.

Action Items

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

Next Calls

A series of teleconferences will take place on May 7, 8 and 9 to work on coordination and consistency between the various volumes. These meetings have already been scheduled.

Attachment A

**ACTION ITEMS
TNI PROFICIENCY TESTING
MAY 1, 2007**

Item No.	Action	Date to be Completed
1.	Kirstin will make revisions discussed during the May 1 teleconference (as well as April 10 and 24 calls) and will send to committee by May 4 th .	May 4, 2007
2.	Curtis will make needed revisions to Volume 3 and will send to committee by May 4th.	May 4, 2007
3.	Anand will provide definition the TNI PT Board for the PT volumes.	May 7, 2007

Attachment B

TNI PROFICIENCY TESTING COMMITTEE MEMBERS

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