

**MINUTES OF  
THE NELAC INSTITUTE'S  
PROFICIENCY TESTING COMMITTEE  
CONFERENCE CALL  
MAY 21, 2007**

The Proficiency Testing (PT) Committee of The NELAC Institute (TNI) met by conference call on May 21, 2007 at 4:00 p.m. Eastern Time (ET). The call ended at 5:45 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
- Dan Tholen
- Curtis Wood
- Kirstin McCracken

The following associate members attended this call:

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

**Status of action items from the May 9, 2007 conference call**

<b>Item No.</b>	<b>Action</b>	<b>Date Completed</b>
1.	Matt Sica will make changes to the TERMS AND DEFINITIONS sections of Volumes 1, 3 and 4.	Completed (May 20, 2007)
2.	Mike Miller will make changes to the TERMS AND DEFINITIONS section of Volume 2.	Completed (May 20, 2007)
3.	Anand will send an e-mail regarding discussion items for the next call.	Completed (May 20, 2007)

**Discussion and Final Changes to the PT Volumes/Modules**

The committee discussed the final changes that had been made to the following sections in PT Volumes/Modules:

- a. Volume 1: Accreditation Body is defined in ISO 17011 and thus does not need to be listed in the TNI definitions. (From May 9 call)
- b. Volume 1 Section 8.2: Appeal Process for laboratories now includes a final appeal to the NELAP Board. (From May 9 call)
- c. Volume 2: A note has been added under Section 10.4 regarding state regulations may supersede this Standard when Accrediting Bodies move to suspend or revoke a laboratory's accreditation.

d. Volume 3: Sections 6.3.5, 7.1.11 and 7.3.5, and (regarding assigned values for unspiked analytes) have been revised to state the assigned values for unspiked analytes will have to be less than the Proficiency Testing Reporting Limit (PTRL) and that the PT provider will ensure that unspiked analytes are below one half the PTRL. (From May 9 call)

e. Volume 3 Section 4.1: Changed to state that PT Provider will be accredited (from “will seek accreditation”).

f. Volume 3 Section 8.1: the study duration has been clarified (45 days from opening date of the study or as specified by the TNI PT Board).

g. Volume 4 Introduction: This section has been changed to make it consistent with the other PT Volumes.

h. Volume 4 Section 5.5: Changed from “list of approved PT Providers” to “list of accredited PT Providers”.

### **Release of Standards from the Committee**

The committee voted to make the Working Draft Standard (Volume 1 Module 1, Volume 2 Module 2, Volume 3, and Volume 4) the Draft Interim Standard. Votes from PT committee members not on the call were confirmed via email.

Anand will send the Draft Interim Standard to the Consensus Standards Development Board for a final format check and posting on the TNI website.

### **Action Items**

The list of action items from this call are given in Attachment A.

### **Next Call**

The next teleconference will take place on August 14, 2007 at 100 PM ET. There will be no calls on June 12 and July 17, 2007.

**Attachment A**

**ACTION ITEMS  
TNI PROFICIENCY TESTING  
MAY 21, 2007**

<b>Item No.</b>	<b>Action</b>	<b>Date to be Completed</b>
1.	Anand will send the PT Draft Interim Standard to the Consensus Standards Development Board	May 24, 2007

**Attachment B**

**TNI PROFICIENCY TESTING COMMITTEE MEMBERS**

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