

**MINUTES OF
THE NELAC INSTITUTE'S
PROFICIENCY TESTING EXPERT COMMITTEE
June 21, 2011**

Agenda Item 1: Standing Committee Operations

The Proficiency Testing (PT) Expert Committee of The NELAC Institute (TNI) met by conference call on April 26, 2011. Committee Chairperson Kirstin McCracken led the call.

Call to Order: The teleconference was called to order at 1:30 PM ET.

The following committee members were present for this call:

Kirstin McCracken
Scott Hoatson
Joe Pardue
Jim Webber
Shawn Kassner
Steve Arpie
Roger Kenton

The following associate members were present for this call:

Rachel Ellis
Nicole Cairns
Jeff Lowry

Agenda Item 1: Standing Committee Operations

Minute Approval:

Scott: AC does plan to provide recommendations to the committee.

Agenda Item 2: WDS Volume 3

Definition of FoPT: Scott thinks states use term FoPT so probably should not change it to accreditation FoPT. Add Accreditation FoPT to the terms and re-define FoPT – keeping method in the definition.

Section 6.4.3: change from assigned value to study means. Jeff asked if this change met requirements for drinking water, Shawn will verify DW requirements but change is consistent with current practice. Jim suggested insertion of that in clause b).

Steve proposes that Appendix A be removed from V3; it is a guidance document and should not be part. Kirstin will verify if we can include a guidance document as an appendix in the standard.

Steve proposed that clause 7.4.3 be dropped, data may be provided to the PTEC by the PTPA. Think about this one;

Section 1.2: revise clause B to remove similar to real-world sample

Section 6.4, move clause 6.3.5 to Section 6.4 and reword clause to be clear. Shawn will propose new language.

Section 8.2.2: Kirstin does not like the wording or a, b, c... - drop the clause. Scott will attempt to draft new language that is objective.

Section 8.4.2: This clause was supposed to be dropped – will this be a showstopper for the AC?

Section 11.2.2: roll note into the clause

Section 11.2.3: add definition for study type

Attachment A

**ACTION ITEMS
TNI PROFICIENCY TESTING COMMITTEE**

Item	Action Item	Assigned To	Due Date	Date Complete
1				
2				
3				

Attachment B

TNI PROFICIENCY TESTING COMMITTEE MEMBERS

Member	Affiliation	Email	Phone	Category
Stephen Arpie	Absolute Standards, Inc.	stephenarpie@absolutestandards.co	800-368-1131	Other (PTP)
Stacie Metzler	Hampton Roads Sanitation District	smetzler@hrsd.com	757-460-4217	Lab
Shawn Kassner	ERA-A Waters Company	skassner@era.qc.com	303-463-3531	Other (PTP)
Scott Hoatson	Oregon DEQ	hoatson.scott@deq.state.or.us	503-693-5786	AB (NELAC)
Roger Kenton	Eastman Chemical Company	rogerk@eastman.com	903-237-6882	Lab
Mitzi Miller	Dade Moeller & Associates	mitzimi@charter.net	509-531-2055	Other (Assessor)
Matt Sica	Maine CDCP	matthew.sica@maine.gov	207-287-1929	AB (Non-NELAC)
Lisa Touet	Massachusetts DEP	lisa.touet@state.ma.us	978-682-5237 x364	AB (Non-NELAC)
Kirstin McCracken (Chair)	TestAmerica, Inc.	KirstinL.McCracken@testamericainc	802-923-1019	Lab
Judy Morgan	Environmental Science Corp	Jmorgan@esclabsciences.com	615-773-9657	Lab
James Webber, Ph.D.	New York State DOH	webber@wadsworth.org	518-474-0009	AB (NELAC)
Amy Doupe	Lancaster Laboratories	adoupe@lancasterlabs.com	717-656-2300 x181	Lab

