

**MINUTES OF  
THE NELAC INSTITUTE'S  
PROFICIENCY TESTING EXPERT COMMITTEE  
April 12<sup>th</sup>, 2011**

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**Agenda Item 1: Standing Committee Operations**

The Proficiency Testing (PT) Expert Committee of The NELAC Institute (TNI) met by conference call on April 12, 2011. Committee Chairperson Kirstin McCracken led the call.

**Call to Order:** The teleconference was called to order at 1:35 PM ET.

The following committee members were present for this call:

Kirstin McCracken  
Joe Pardue  
Lisa Touet  
Amy Doupe  
Scott Hoatson  
Shawn Kassner  
Stephen Arpie  
Judy Morgan

The following associate members were present for this call:

Gary Dechant

**Agenda Item 1: Minutes**

Kirstin has not complete the minutes from the prior calls so approval of minutes was postponed.

**Agenda Item 2: WET TIA Update**

Kirstin informed the committee that the TIA for WET had been denied by the CSDEC because the TIA did not meet the criteria for TIA. Specifically, the TIA was controversial because the requirements did not associate performance with accreditation. Also, the WET FoPT were not added to the FoPT tables at the request of the AC, and the FoPT are (according to WET labs) not appropriate to test proficiency. To that end, the CSDEC has requested that the PT Executive Committee remove the WET FoPT from the FoPT tables. This request will be discussed at the next executive committee call. Until the situation is resolved; this committee will proceed with adding the WET requirements to the WDS. This situation is a program issue and needs to be resolved by program committees.

**Agenda Item 3: Review V1 WDS**

The committee began review of the proposed changes for V1 WDS. The group decided that it would be best to add requirements for various technologies in the body of the module. Definitions were reviewed and it was decided the committee cannot make changes to definitions that may be program defined. Kirstin noted that Jerry Parr had asked the group to reconsider the definition of FoPT. After discussion it was decided the definition is as intended but the application of the definition of FoPT is not being used properly by the PT Executive Committee and the AC; this is a program issue and needs to be addressed by the program. Kirstin will notify the LASC, the PT Executive Committee and the TNI Board of

Directors requesting their input for resolution. The other changes to the definitions were found acceptable. The committee reviewed the proposed language for other sections and generally found the proposal acceptable except for the language regarding time-frame between open/close/ship dates of successive studies. Kirstin and Steve adamantly propose that the time-frame serves a purpose in the standard and is instead a logistics concern for some ABs. Others think that there should be a minimum time frame. Shawn reminded the group that during the AC call the ABs indicated that they do not want to receive PT reports out of chronological order. All agreed the debate is circular and it needs to be resolved. This topic was tabled for the next call along with the clause for reporting multiple methods.

The meeting adjourned at this point.

**Attachment A**

**ACTION ITEMS  
TNI PROFICIENCY TESTING COMMITTEE**

<b>Item</b>	<b>Action Item</b>	<b>Assigned To</b>	<b>Due Date</b>	<b>Date Complete</b>
1				
2				
3				

## Attachment B

### TNI PROFICIENCY TESTING COMMITTEE MEMBERS

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Shawn Kassner	ERA-A Waters Company	<a href="mailto:skassner@era.qc.com">skassner@era.qc.com</a>	303-463-3531	Other (PTP)
Scott Hoatson	Oregon DEQ	<a href="mailto:hoatson.scott@deq.state.or.us">hoatson.scott@deq.state.or.us</a>	503-693-5786	AB (NELAC)
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Mitzi Miller	Dade Moeller & Associates	<a href="mailto:mitzimi@charter.net">mitzimi@charter.net</a>	509-531-2055	Other (Assessor)
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