

**MINUTES OF  
THE NELAC INSTITUTE'S  
PROFICIENCY TESTING COMMITTEE  
CONFERENCE CALL  
OCTOBER 2, 2007**

The Proficiency Testing (PT) Committee of The NELAC Institute (TNI) met by conference call on October 2, 2007 at 1:00 p.m. Eastern Time (ET). The call ended at 1:40 PM ET. Curtis Wood of Environmental Resource Associates led this meeting. The list of the committee members is given in Attachment B.

**Introduction**

The following members attended this call:

- RaeAnn Haynes
- Kirstin McCracken
- Matt Sica
- Curtis Wood

The following associate members attended this call:

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

**Status of Action Items from September 25, 2007 call**

Item No.	Action	Date to be Completed
1.	Anand will send the comments received on the PT DIS to Carol Batterton (LASC)	Completed 09/29/2007
2.	Anand will send the Quality Systems comments to Bob DiRenzo	Completed 09/29/2007
3.	RaeAnn will send a draft e-mail for the TNI PT Board for review by the committee	Completed 09/28/2007
4.	Kirstin will send a draft e-mail for the NELAP Board for review by the committee	Completed 09/28/2007

**Discussion of Volume 3 comments received and draft responses to comments**

Comments and draft responses were emailed out to the committee on 10/1/07.

The committee discussed all comments received with the TNI ballots. The committee had extended discussion on the following comments:

Comment 202, Section 3.12 – Discussed whether the standard should require separation between shipping/closing dates or analysis dates. The committee recommendation was to use analysis dates and then ensure that all modules are consistent.

Comment 364, Section 4.4.1 – Discussed that there is no current format for submitting data required by the PTPA from the PTP and that the process will likely be dynamic for some time as

the data being collected. The committee is in agreement that the standard does not need to define process items. The PT Board is present to conduct oversight over the PTPA.

Comment 404, Section 4.5 – The requirement for proficiency testing of PT providers was left in the June 2007 Volume 3 Draft Interim Standard to allow for the possibility that it may be needed. The requirement was that this would be required of the PT Providers only happen upon request from the PTPA. The committee was unsure of the necessity for Proficiency Testing of PT Providers and could not determine situations where this would be required. The committee members recommended that this requirement be removed in the upcoming revised standard.

The committee members also discussed several comments regarding the role of the PT Board. The committee is in agreement that they are not writing a standard for the PT Board, but the committee understands that the PT Board is necessary for implementation of this program. TNI is responsible for setting up the TNI PT Board.

It was noted that some comments from Mr. Wibby in the TNI ballots referenced comments from a memorandum submitted by Mr. Coyner. Mr. Coyner submitted a separate memorandum by e-mail with additional comments on all four volumes. Curtis will forward the Mr. Coyner's e-mail to the committee members.

### **Action Items**

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

### **Next Call**

The next teleconference will take place on October 9, 2007 at 100 PM ET.

**Attachment A**

**ACTION ITEMS  
TNI PROFICIENCY TESTING  
OCTOBER 2, 2007**

<b>Item No.</b>	<b>Action</b>	<b>Date to be Completed</b>
1.	Curtis will forward the e-mail from Mr. Coyner to all committee members.	October 9, 2007

**Attachment B**

**TNI PROFICIENCY TESTING COMMITTEE MEMBERS**

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