

**MINUTES OF  
THE NELAC INSTITUTE'S  
PROFICIENCY TESTING COMMITTEE  
CONFERENCE CALL  
OCTOBER 30, 2007**

The Proficiency Testing (PT) Committee of The NELAC Institute (TNI) met by conference call on October 30, 2007 at 1:00 p.m. Eastern Time (ET). The call ended at 1:50 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
- Kirstin McCracken
- Matt Sica
- Dan Tholen
- RaeAnn Haynes
- Curtis Wood

The following associate members attended this call:

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

**Status of Actions from October 23, 2007 call**

Item No.	Action	Date to be Completed
1.	Kirstin will send out a sample response template to ensure all comments are addressed.	Completed 10/18/2007
2.	Anand will send the committee the responses used by the Quality Systems committee.	Completed 10/29/2007
3.	Anand will talk with Ken Jackson as to whether TNI can provide some clerical support to the committee regarding responses to comments.	Completed 10/26/2007

**Discussion of Responses to Comments format**

The template provided by Jane Wilson for responses to comments is cumbersome. Kirstin asked if the committee must use this template since Volume 1 received many comments. Anand asked Kirstin to draft responses to all comments by section and he will put them in the format required by TNI. Ken Jackson told Anand that TNI can offer some clerical support for the formatting of the standards.

Anand also reminded the committee that all revised standards need to be sent to TNI by December 7.

### **Discussion on Volume 1 Module 1 Section 5.1.1**

Language concerning labs analyzing PT samples by multiple methods using same technology should be moved to AB module.

Drinking water program requires analysis by each method. Anand will contact Greg Carroll (EPA) to determine if EPA plans any modifications to this requirement.

### **Volume 1 Module 1 Section 9**

There was a discussion on difference between “Revocation” and “Suspension” of laboratory accreditation by accrediting bodies. Mike Miller said that this will depend on state regulations especially for revocation. RaeAnn gave the definitions as given in Volume 2 Module 2 and Kirstin will add these definitions to Volume 1 Module 1.

### **PT Reporting**

The committee decided that evaluation criteria for PT samples should remain in Volume 1 Module 1 as a note. However reporting language must be in Volume 1 Module 1 as requirements. Kirstin will draft reporting language and send out to the committee for review.

### **PT Study Definition**

Curtis will draft responses to Mr. Coyner’s comments and send them to the committee.

### **Next Meetings**

RaeAnn Haynes will lead the November 6 meeting.

Kirstin McCracken will lead the November 13 meeting.

### **Action Items**

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

### **Next Call**

The next teleconference will take place on November 6, 2007 at 100 PM ET.

**Attachment A**

**ACTION ITEMS  
TNI PROFICIENCY TESTING  
OCTOBER 30, 2007**

<b>Item No.</b>	<b>Action</b>	<b>Date to be Completed</b>
1.	Anand will ask Greg Carroll (EPA) if there are any updates to the drinking water reporting requirement.	November 5, 2007
2.	Kirstin will draft reporting language and send out to the committee for review.	November 5, 2007
3.	Curtis will draft responses to Mr. Coyner's comments and send them to the committee.	November 16, 2007

**Attachment B**

**TNI PROFICIENCY TESTING COMMITTEE MEMBERS**

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