

**MINUTES OF
THE NELAC INSTITUTE'S
PROFICIENCY TESTING COMMITTEE
March 9, 2010**

Agenda Item 1: Standing Committee Operations

The Proficiency Testing (PT) Committee of The NELAC Institute (TNI) met by conference call on March 9, 2010. 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 (KM)
Stephen Arpie (SA)
Matt Sica (MS)
Lisa Touet (LT)
Jim Webber (JW)
Scott Hoatson (SH)
Mitzi Miller (MM)
Shawn Kassner (SK)
Roger Kenton (RK)

The following associate members were present for this call:

Ilona Taunton (IT)
Mike Miller (MW)
Chuck Wibby (CW)

Agenda Item 1: Standing Committee Operation Items

The minutes from the 02/09/10 teleconference were reviewed. Scott Hoatson moved to accept the minutes as written, Shawn seconded the motion. 9 Yes, 0 No, 0 Abstain.

Agenda Item 2: Ilona / LASC

LASC is working on implementation plan - Two items for PTEC: 1) Guidance Document for PTRL 2) TIA for V3 –

Mitzi, Scott and Shawn have volunteered to draft the guidance document – the target due date is May but the group will have something for the PTEC to review by the next call. Steve mentioned that we cannot forget about non-NELAC ABs as they use NELAC PTs too. The Guidance documents should address both AB needs. Ilona suggested a FAQ format might work.

The TIA from last spring is in the TNI standards as TIA. The PTEC needs to release a working draft standard to change the TIA to language. Plans to release the WDS are set for May.

Shawn raised the question about the implementation of V3 prior to next year. If NELAC 2003 is referenced in state regulations the implementations schedule may be affected. It was collectively decided this is an issue for the PT Board.

Subcommittees are on schedule for completion of review and draft standards development.

Microbiology: No changes needed to TNI standard except maybe to address reporting requirements for presence/absence of some tests. For some tests, if absent in one, the other method is not run but results are reported as absence. Should there be a method reference reported when the test was not run? Can this issue be resolved by guidance or instructions to PTP? After discussion it was decided that language to address this issue needs to be included in V3. The group preference would be to report Absence without a method – Chuck was to develop some proposed language for the next call. Shawn mentioned that if the language is in V3 labs might not see it and the FoPT tables might be a better place for instruction. However, since PTP are required to provide instructions with PT samples and these instructions should reference V3, labs will be aware of the reporting requirement. Resolution is to develop TIA for V3 and include guidance instructions to the lab. Subcommittee to develop TIA for April call.

The TNI Board and NELAP Board has recommended that the PTEC create standards interpretation requests (SIR) to resolve any problems with V1 and V2 because the NELAC ABs have already approved the current TNI standard and written this version into regulation – thus any changes to V1 / V2 may take some time to implement. The PTEC needs alternate ways to add requirements for new scientific disciplines and the SIR is the preferred approach but will it work for all disciplines? The reporting instructions in V1 are written specifically for chemistry (multi-point calibration) and do not apply to WET and MICRO but might for RAD – more discussion on this is scheduled for the April call but the plan for now is to proceed with SIR for WET & MICRO for laboratories, add language as needed to V3 which is not bound by the state regulation language.

Guidance Document: What questions should this document answer? How to report, How to Score, how to evaluate – Mitzi, Scott & Shawn to have outline complete for next call.

Agenda Item 3: Charter V4 Review – Kirstin asked everyone to take another look at the Charter and vote to accept by email. Kirstin will send out the Charter today.

Meeting was adjourned: 2:23 PM

Attachment A

**ACTION ITEMS
TNI PROFICIENCY TESTING COMMITTEE**

Item	Action Item	Assigned To	Due Date	Date Complete
1	Micro TIA for V3	Chuck	April	In Progress
2	Charter Vote	Kirstin	April	April 12, 2010
3	Draft Guidance	Scott, Mitzi, Shawn	April	In Progress
4				
5				

Attachment B

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