

**MINUTES OF
THE NELAC INSTITUTE'S
PROFICIENCY TESTING COMMITTEE
May 11, 2010**

Agenda Item 1: Standing Committee Operations

The Proficiency Testing (PT) Committee of The NELAC Institute (TNI) met by conference call on May 11, 2010 Committee Chairperson Kirstin McCracken led the call.

Call to Order: The teleconference was called to order at 1:38 PM ET.

The following committee members were present for this call:

Kirstin McCracken
Judy Morgan
Jim Webber
Shawn Kassner
Dan Tholen
Mitzi Miller
Scott Hoatson
Lisa Touet

The following associate members were present for this call:

Gary Dechant
Chuck Wibby

Agenda Item 1: Standing Committee Operation Items

The minutes from the teleconference from April 13th were reviewed. Judy Morgan moved to accept the minutes as written, Shawn seconded the motion. 8 Yes, 0 No, 0 Abstain.

Agenda Item 2:

Microbiology: Chuck sent proposed language. Proposed language was reviewed and discussed. After discussion the committee decided to drop points 2 and 3 and only include language for PTP to provide specific reporting instructions to the lab. Jim Webber asked if all members of Micro subcommittee had reviewed the proposal –no- Kirstin and Chuck will set up a call with other committee member to discuss proposed language. Should ABs have opportunity to provide input prior to release of TIA? Kirstin thought not, ABs not on the committee may comment via the TIA public comment process. TIAs need to be reviewed by CSDB to determine if TIA meets requirements (non-controversial, corrects errors, etc.). Action Items: Micro subcommittee to meet and finalize TIA language to send to PTEC for review and approval at June call.

Radiochemistry: Shawn sent TIA language via email for review. Feedback was received and language revised by subcommittee. Revised language resent for review – positive feedback received. There will be 2 TIA, 1 for V3 Section 10.3.6 and 1 for V3, Section 8.5. Scott moved to approve the proposed TIA language, Mitzi seconded the motion. 8 Yes, 0 No, 0 Abstain. Shawn will send Kirstin the final proposed TIA language for submission to the CSDB.

WET: Two TIA are proposed for WET. 1 for V3 to specify open / close dates for WET studies and 1 for V2 to specify PT frequency and corrective action requirements. Language needs to be drafted but committee thought the approach made sense. Kirstin and Stacie will draft TIA language to send to PTEC for review and approval at June call.

Any other TIA necessary? Mitzi – training for NELAC PT – there are minor inconsistencies in assigned value definitions between NELAC and new ISO17043 – Dan: The TNI standard repeats ISO definition from Guide 43, but in the uses it differently than ISO 17043 does. The definition is not clear. In ISO now the assigned value is the value used for evaluation of a participant result. In the TNI standard it is the made-to (usually gravimetric) value. Then there are exceptions for a few analytes (BoD, total phenol) where the assigned value is a measured result by the PT provider. However the TNI standard does not use the assigned value to evaluate performance, for many analytes – those that are determined by regression equations a and b, and those analytes graded against the study mean. These are the analytes for which TNI and ISO Standards use “assigned value” differently. However, this affects only the PT providers and PTPA, not the participants or States. We can address it with training, and leave correction to the next revision of TNI. Should clarification be included in guidance document for this issue? Yes, address with guidance document.

Gary informed the group that the policy committee is drafting policy on guidance and that requirements most likely cannot be addressed through guidance, this issue probably needs to be addressed through standards interpretation process. The committee agreed that SIR was a better approach for this issue.

Mitzi, head of the team to champion the Guidance Document, wondered what topics the committee has been tasked with providing guidance for. This is unclear. The request for guidance initiated with the LASC but no specific questions have been raised to the committee. The committee decided to table the guidance document until the policy committee has completed their policy on guidance and also until such time as the committee received a set of questions or concerns for which guidance may be provided.

Kirstin mentioned that issues that could not be handled through TIA could be addressed through the SIR process. Shawn suggested we compile a list of questions that might be appropriate for SIR and use this process in lieu of guidance. Committee to discuss this approach further during June call.

Kirstin: Should section 6.1 (f) be removed from V2 because it is carry over language from NELAC standard. The committee reviewed the language and determined that with other changes that were made to the standard, the language in this clause is acceptable.

Judy gave an update on the AB Survey: The beta testers found serious errors with the settings these were fixed and the survey was reissued. Steve Arms completed the survey and suggested that the email give information on the type of information needed to complete the survey so the responders can have this info ready. The survey is slightly behind scheduled but Judy is optimistic that survey results can be presented at the August meeting.

No other items for discussion were raised and the meeting was adjourned at 2:40 PM.

Attachment A

**ACTION ITEMS
TNI PROFICIENCY TESTING COMMITTEE**

Item	Action Item	Assigned To	Due Date	Date Complete
1	Micro TIA for V3	Chuck	In Progress	
2	Draft Guidance	Scott, Mitzi, Shawn	April	On Hold
3	Send AB Survey out for beta test	Judy	April	In Progress
4	WET TIA	Kirstin, Stacie	May 30th	
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Attachment B

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