

**MINUTES OF  
THE NELAC INSTITUTE'S  
PROFICIENCY TESTING COMMITTEE  
November 10, 2009**

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**Agenda Item 1: Standing Committee Operations**

The Proficiency Testing (PT) Committee of The NELAC Institute (TNI) met by conference call on November 10, 2009. Committee Chairperson Kirstin McCracken led the call.

**Call to Order:** The teleconference was called to order at 1:04 PM ET.

The following committee members were present for this call:

Kirstin McCracken (KM)  
Stacie Metzler (SM)  
Amy Doupe (AD)  
Lisa Touet (LT)  
Roger Kenton (RK)  
Jim Webber (JW) (Joined after approval of minutes from 10/13/09)  
Steve Arpie (Joined after approval of minutes from 10/13/09)

7 out of 9 committee members were present and this number does comprise a majority sufficient to conduct committee business. A complete list of committee members is provided in Attachment B.

The following associate members were present for this call:

Rachel Ellis (RE)  
Gary Dechant (GD)  
Judy Morgan (JM)  
Matt Sica (MS)  
Tom Martins (TM)  
Chuck Wibby (CW)

**Agenda Item 1: Standing Committee Operation Items**

The minutes from the PT Call held on 10/13/09 were reviewed. Roger Kenton moved to approve the minutes without revision. Lisa Touet seconded the motion. Vote Tally: 5 Yes, 0 No, 0 Abstain. Kirstin will forward the minutes to the TNI Webmaster for posting.

**Agenda Item 2: Subcommittee Progress Reports and Goals**

**Amy** – Two lab members and two state members - 1<sup>st</sup> call by end of month. Follow-up Shawn for PT providers.

**Stacie**- Active 6-7 member subcommittee. Completed / updated 2003 Appendix – using Google docs to use edits. Reviewed appendix – divided up sections – 2 hours every 3 weeks or once per month.

**Shawn:** 1<sup>st</sup> call scheduled for Friday.

**Ellen:** Kirstin to talk to Ellen on Thursday.

### **Agenda Item 3: PT Program Goals**

Judy Morgan Survey. – Developed from comments made during PTEC presentation in San Antonio.

Gary Dechant: Asked how long it takes to fill out survey – suggested ranges of # labs certified. Judy: Want to baseline current certification program and how it is handled and how PTs fit into that program. Kirstin suggested added questions to differentiate recognition/secondary – these questions are answered elsewhere in survey.

Page 5 of Survey – Purpose of PT - Agree Gradient then rank in order suggestion by Steve Arms.

Rachel: Page 5 Dual Program – Need to duplicate questions for each program.

Kirstin: Item 8: Include language to accommodate NELAC 2 out of 3 performance history.

Lisa: Question 8: Revise to correlate to #1

Gary: Question #3 – People receptive to change as opposed to which change it will be.

Lisa: Question #4, Page 8 separate into QR questions vs. Wait time-frame.

Page 13 – change

Kirstin: Include very brief statement on NELAP requirements

Kirstin/Lisa: PT by method, by analyte or by technology. Rachel – some states track by both if you have dual programs. Follow same format as Section 5, Number 1

Lisa / Rachel / Jim will take test survey and provide feedback. Questions / Comments can be in other boxes.

Provide comments to Judy by 11/17/09 – revision and testing to be complete by 12/08/09.

### **Agenda Item 4: Standards Interpretation Requests**

#94: All agree to use close date of study. All agree requirements were met assuming NELAC compliant PT studies were analyzed. Kirstin to draft final response to LASC for committee review and approval.

#96: All agree that checklist represents standard and QC companion samples are not allowed unless they are routinely analyzed with all samples. Kirstin to draft final response to LASC for committee review and approval.

### **Agenda Item 5: Committee Membership**

**5 / 5 / 5 – Have 5 members from each category. Need 3 ABs, 1 Lab, 2 Other**

**Matt Sica - AB**  
**Judy Morgan - Lab**  
**Mitzi Miller – Other**

**Kirstin will reach out to Art Clark of EPA and other ABs.**

**Other: Roger has authorization to attend one meeting in 2010 – which meeting should he attend? Kirstin will call Roger to discuss.**

**Meeting was adjourned at 2:35 PM.**

**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	Contact TNI Board about Survey	Kirstin	07/28/09	10/01/09
2	Forward suggestion for Micro Chair to Kirstin	Jim	10/13/09	10/13/09
3	Contact PT Board about future FoPT development	Kirstin	11/10/09	In Progress
4	Develop draft AB Survey	Judy Morgan	11/10/09	11/10/09
5	Send out Committee Terms and Potential Member Candidates	Kirstin	11/10/09	11/10/09

**Attachment B**

**TNI PROFICIENCY TESTING COMMITTEE MEMBERS**

Name	Affiliation	Address
Kirstin McCracken, Chair	TestAmerica Burlington	T: (802) 923-1019 F: (802) 660-1919 E: <a href="mailto:KirstinL.McCracken@testamericainc.com">KirstinL.McCracken@testamericainc.com</a>
Stephen Arpie	Absolute Standards, Inc.	T: (800) 368-1131 F: (800) 410-2577 E: <a href="mailto:StephenArpie@absolutestandards.com">StephenArpie@absolutestandards.com</a>
Amy Doupe	Lancaster Laboratories	T: (717) 656-2300, ext. 1812 F: (717) 656-2681 E: <a href="mailto:adoupe@lancasterlabs.com">adoupe@lancasterlabs.com</a>
Shawn Kassner	Environmental Resource Associates	T: 303-463-3531 F: 720-898-6382 E: <a href="mailto:skassner@eraqc.com">skassner@eraqc.com</a>
Roger Kenton	Eastman Chemical Company	T: 903-237-6882 F: E: <a href="mailto:rogerk@eastman.com">rogerk@eastman.com</a>
Stacie Metzler	Hampton Roads Sanitation District	T: (757) 460-4217 F: (757) 460-6586 E: <a href="mailto:smetzler@hrsd.com">smetzler@hrsd.com</a>
Dan Tholen	A2LA	T: (231) 929-1721 F: (610) 374-7234 E: <a href="mailto:dantholen@charter.net">dantholen@charter.net</a>
Lisa Touet	Massachusetts DEP	T: (978) 682-5237 x364 F: (978) 688-0352 E: : <a href="mailto:lisa.touet@state.ma.us">lisa.touet@state.ma.us</a>
James Webber, Ph.D.	New York State DOH	T: (518) 474-0009 F: (518) 473-2895 E: <a href="mailto:webber@wadsworth.org">webber@wadsworth.org</a>