

**MINUTES OF
THE NELAC INSTITUTE'S
PROFICIENCY TESTING COMMITTEE
December 8, 2009**

Agenda Item 1: Standing Committee Operations

The Proficiency Testing (PT) Committee of The NELAC Institute (TNI) met by conference call on December 8, 2009. Committee Chairperson Kirstin McCracken led the call.

Call to Order: The teleconference was called to order at 1:05 PM ET.

The following committee members were present for this call:

Kirstin McCracken (KM)

Lisa Touet (LT)

Shawn Kassner (SK)

Amy Doupe (AD)

The following associate members were present for this call:

Gary Dechant (GD)

Mike Miller (MM)

Judy Morgan (JM)

Agenda Item 1: Standing Committee Operation Items

There was not a sufficient number of committee members present to review and approve minutes. This task postponed until next call.

Agenda Item 2: PT Program Goals

Reviewed AB survey for feedback that that Lisa and Dan provided via email. Revision of the survey continues. The plan is to have the final survey ready to present at the winter meeting in Chicago, January 2010.

Agenda Item 3: Standards Interpretation Requests

There were not a sufficient number of committee members present to review and approve standards interpretation requests. This task postponed until next call.

Agenda Item 4: Committee Membership

There were not a sufficient number of committee members present to nominate or approve new members. This task postponed until next call.

Agenda Item 5: Subcommittee Progress Report & Goals

Shawn (RAD) / Stacie (WET): Subcommittee work complete. Need instructions for formatting of changes needed.

Kirstin (MICRO): Subcommittee formed. First teleconference scheduled for this week.

Meeting was adjourned 2:15 PM

Attachment A

**ACTION ITEMS
TNI PROFICIENCY TESTING COMMITTEE**

Item	Action Item	Assigned To	Due Date	Date Complete
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	12/04/09
5	Send out Committee Terms and Potential Member Candidates	Kirstin	11/10/09	12/04/09

Attachment B

TNI PROFICIENCY TESTING COMMITTEE MEMBERS

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