

**MINUTES OF  
THE NELAC INSTITUTE'S  
PROFICIENCY TESTING COMMITTEE  
CONFERENCE CALL  
DECEMBER 3, 2007**

The Proficiency Testing (PT) Committee of The NELAC Institute (TNI) met by conference call on December 3, 2007 at 1:00 p.m. Eastern Time (ET). The call ended at 1:45 PM ET. Curtis Wood of Environmental Resource Associates led the meeting. The list of the committee members is given in Attachment B.

**Introduction**

The following members attended this call:

- Kirstin McCracken
- Curtis Wood

The following associate members attended this call:

- Mike Miller (State of New Jersey, Trenton, NJ)
- Rachel Ellis (State of New Jersey, Trenton, NJ)
- Chuck Wibby (Wibby Associates)
- Tom Coyner (APG)

**Status of Action Items from November 27, 2007 call**

<b>Item No.</b>	<b>Action</b>	<b>Date to be Completed</b>
1.	Curtis will send the committee the draft responses to comments on Volume 3 (including comments from Mr. Coyner's memo) and revised Volume 3	Completed (Nov 29)
2.	Anand will ask Ken Jackson regarding the possibility of a final editorial review of the formatted standards by the PT Committee.	Completed (Nov 29)

**New Participating Associate Member**

Rachel Ellis of the New Jersey Department of Environmental Protection plans on being a regular associate member and would like to be added to the email list.

**Discussion – Volume 1 Module 1 and Volume 2 Module 2**

The committee discussed that the time period between studies has been changed to be calculated based on analysis date as opposed to ship date or study closing date. A new requirement will need to be added to Volume 1 Module 1 to ensure that there be 5 to 7 months between analysis dates of PT samples.

The committee will need to review Volume 2 Module 2 to ensure the appropriate use of analysis dates for consistency with Volume 1 Module 1. The committee will also need to review Volume 2 Module 2 concerning implementation of the review of laboratory reporting levels as required in Volume 1 Module 1.

### **Handling of Written Comments**

There was a concern raised by Mr. Coyner and Mr. Wibby that the PT Committee was not following TNI procedures in the handling of written comments. It was explained that the PT Committee is following an appropriate process as required by TNI. Curtis agreed to contact Ken Jackson and Jerry Parr to seek clarification on the handling of written comments.

### **Action Items**

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

### **Next Call**

The next teleconference will take place on December 4, 2007 at 100 PM ET.

**Attachment A**

**ACTION ITEMS  
TNI PROFICIENCY TESTING  
DECEMBER 3, 2007**

<b>Item No.</b>	<b>Action</b>	<b>Date to be Completed</b>
1.	Curtis will contact Ken Jackson and Jerry Parr to get clarification on the handling of written comments	December 6, 2007

**Attachment B**

**TNI PROFICIENCY TESTING COMMITTEE MEMBERS**

<b>Name</b>	<b>Affiliation</b>	<b>Address</b>
Anand Mudambi, Chairman	USEPA/OW	T: (202) 564-2817 F: (202) 566-0055 E: <a href="mailto:mudambi.anand@epa.gov">mudambi.anand@epa.gov</a>
RaeAnn Haynes	Oregon Department of Environmental Quality	T: (503) 229-5983 ext 227 F: (503) 229-6924 E: <a href="mailto:HAYNES.Raeann@deq.state.or.us">HAYNES.Raeann@deq.state.or.us</a>
Thomas McAninch	Laboratory Consulting Services	T: (903) 757-4269 F: (903) 234-9781 E: <a href="mailto:mcaninch@cablelynx.com">mcaninch@cablelynx.com</a>
Kirstin McCracken	TestAmerica Burlington	T: (802) 923-1019 F: (802) 660-1919 E: <a href="mailto:KirstinL.McCracken@testamericainc.com">KirstinL.McCracken@testamericainc.com</a>
James Pletl	Hampton Roads Sanitation District (HRSD)	T: (757) 460-4246 F: (757) 460-2372 E: <a href="mailto:jpletl@hrsdc.com">jpletl@hrsdc.com</a>
Matthew Sica	Maine Laboratory Certification Program	T: (207) 287-1929 F: (207) 287-4172 E: <a href="mailto:matthew.sica@maine.gov">matthew.sica@maine.gov</a>
Dan Tholen	A2LA	T: (231) 929-1721 F: (610) 374-7234 E: <a href="mailto:dantholen@charter.net">dantholen@charter.net</a>
Curtis Wood	Environmental Resource Associates	T: (303) 431-8454 F: (303) 421-0159 E: <a href="mailto:cwood@eraqc.com">cwood@eraqc.com</a>