

**MINUTES OF
THE NELAC INSTITUTE'S
PROFICIENCY TESTING COMMITTEE
CONFERENCE CALL
DECEMBER 11, 2007**

The Proficiency Testing (PT) Committee of The NELAC Institute (TNI) met by conference call on December 11, 2007 at 1:00 p.m. Eastern Time (ET). The call ended at 2:50 PM ET. Chairman Dr. Anand Mudambi of the US EPA led the meeting. The list of the committee members is given in Attachment B.

Introduction

The following members attended this call:

- Anand Mudambi
- Kirstin McCracken
- Dan Tholen
- RaeAnn Haynes
- Curtis Wood
- Jim Pletl

The following associate members attended this call:

- Mike Miller (State of New Jersey, Trenton, NJ)
- Chuck Wibby (Wibby Associates)

Status of Action Items from December 4, 2007 call

Item No.	Action	Date to be Completed
1.	Kirstin will send the revised Volume 1 to the committee	December 5 (completed)
2.	Curtis Wood will send the revised Volume 3 to the committee	December 6 (completed)
3.	Anand will review all revised standards and draft responses to comments documents and send them to the committee	December 7 (completed)

Documents for Review during this Call

Anand had sent out the following documents for review by the committee:

- a. Response to Comments received on Volumes 1, 2, 3 and 4 (8 documents which include 4 separate responses to Memorandums from Mr. Coyner).
- b. Revised Draft Interim Standards using track changes (4 documents).

Discussion on Consistency of Definitions between Volumes and Global Changes

- a. The definition of PT study in all volumes needs to be consistent. It will taken from Volume 3.
- b. A global changes needs to be made to change “proficiency test“ to “proficiency testing“.

Discussion on Volume 1 Module 1

- a. The response to Comment No.9 needs to be changed to persuasive as the standard language was changed.
- b. The response to Comment No. 162 needs to be changed to persuasive as the standard language was changed.

Discussion on Volume 2 Module 2

- a. Definition of Analysis date needs to be added to Section 3.0.
- b. Section 6.1.g needs to say “corrective action“ instead of “root cause analysis“ for consistency with Volume 1 Module 1 (change based on a comment received on this section).
- c. Section 8.2 has some missing words – need to add the following: PT sample used for corrective action.

Discussion on Volume 3

RaeAnn and Kirstin requested some time in order to review the draft responses to comments received on Volume 3. The committee agreed to meet again on Friday December 14, 2007 at 200 PM to review the responses. Dan Tholen asked that some of the draft responses to comments received on Sections 6.1a and 6.1b not use the phrase “fit for use“.

Discussion on Volume 4

Kirstin had some questions on the draft responses provided to comments received on Volume 4. She wanted to discuss Mr. Coyner’s comment on Section 1.3.4 as the section included language that the PTPA may have other requirements and mutual recognition agreements that may need to part of the TNI PT Provider accreditation process but which are not given in the standard. Dan explained that A2LA (as a recognized PTPA) has to meet certain requirements in order to keep its recognition by bodies other than TNI. Chuck Wibby reiterated that too much authority is given to the TNI PT Board and the PTPA in Volume 4 and all specific requirements need to be given in the Volume. Kirstin said that TNI members present at the Boston meeting had wanted Volume 4 as a standard. She wanted some clarification of some additional requirements that a PTPA may need to meet. Dan gave an example of A2LA’s mutual recognition agreement with ILAC whose requirements A2LA has to meet while it accredits TNI PT Providers. This in turn allows TNI PT Providers to get international recognition when they are accredited by A2LA for TNI. Curtis said it would take more time and discussion from TNI members to write in specific requirements and some comments may need to held till the next revision.

Kirstin also had questions on draft responses to Sections 4.1.2 (regarding Data Quality Objectives) and 5.2. Curtis said that this section added clarity to the following sections 4.1.3 and 4.1.4. However RaeAnn said that the term “Data Quality Objectives“ had different meanings

depending on context. The committee decided to delete Section 4.1.2 and modify Section 5.2 to remove reference to other appropriate standards.

The discussion continued regarding the authority given to the TNI PT Board and the PTPA in Volume 4. Kirstin said that it was difficult to write a standard when lines of authority within TNI are in transition. Mike Miller pointed out that the final authority is really with the Accrediting Bodies and the NELAP Board. RaeAnn agreed and added that the standard (Volume 4) has to have some flexibility for the Accrediting Bodies (e.g. to allow PT Providers to have international recognition).

Dan will make changes to Volume 4 and the draft responses to comments based on the discussion today and sent them to the committee.

Next Meetings

The committee agreed to meet again by teleconference on Friday December 14 at 200 PM ET. Anand will set up the call.

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 14, 2007 at 200 PM ET.

Attachment A

**ACTION ITEMS
TNI PROFICIENCY TESTING
DECEMBER 11, 2007**

Item No.	Action	Date to be Completed
1.	Anand will set up a call for Friday December 14 at 200 PM	December 13, 2007
2.	Dan will make changes to Volume 4 and the draft responses to comments based on the discussion today and sent them to the committee	December 12, 2007
3.	Anand will make the editorial and consistency changes to Volumes 1 and 2	December 14, 2007

Attachment B

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