

**SUMMARY OF THE  
INELA  
ON-SITE ASSESSMENT COMMITTEE MEETING  
MAY 21, 2003**

The On-Site Assessment Committee of the Institute for National Environmental Laboratory Accreditation (INELA) met on Wednesday, May 21, at 1:00 pm Eastern Daylight Time (EDT) by teleconference. Chairperson Mr. Alfredo Sotomayor of the Wisconsin Department of Natural Resources led the meeting. A list of action items generated during this meeting is given in Attachment A. A list of participants is given in Attachment B. The meeting agenda is given in Attachment C. *The purpose of the meeting was to discuss committee membership terms, the proposed changes to Chapter 3, and to continue planning for the Assessor Forum scheduled for NELAC 9.*

**INTRODUCTION**

Mr. Sotomayor called the meeting to order. He briefly reviewed the status of the action items generated at the last meeting.

- Mr. Sotomayor sent invitations to the assessor forum to all the NELAC Committee Chairs.
- Mr. Sotomayor invited Mr. Raymond Fredirici to attend and to participate in the assessors' forum.
- Mr. Sotomayor contacted Dr. George Kulasingam. Dr. Kulasingam informed him that most of the California assessors were planning to attend the assessors' forum.
- Mr. Santos Urrea summarized the changes the committee suggested for the work cell presentation and forwarded them to Mr. Jack Hall.
- Ms. Marlene Moore collaborated with Dr. Frederic Siegelman and revised the assessors' forum presentation dealing with changes to the NELAC Standards.
- Mr. Sotomayor had not completed the draft of the forum presentation for writing deficiencies in assessment reports.

The committee approved the minutes of the May 7 meeting as written.

**INELA ON-SITE COMMITTEE MEMBERSHIP**

Mr. Sotomayor informed committee members that INELA committee terms would conclude at the end of the year. To facilitate an even transition into the INELA cycle, Mr. Charles Dyer and Mr. Hall agreed to serve on the committee until the end of 2003. Two new members would be elected to begin their terms in January 2004. All other members will retain their NELAC end of term dates, now until the end of the specified year, except for Mr. Daniel Hickman's term, which will expire at the end of 2005.

## **CHANGES TO CHAPTER 3 AND NELAC 9**

While Dr. Siegelman was preparing for the assessors' forum presentation on the changes to the NELAC Standards that would become effective on July 2003, he noticed that the changes to Chapter 3 posted on the NELAC Website did not match the changes the committee had submitted for possible ratification.

The committee recommended contacting Ms. Lara Autry as soon as possible to alert her about the errors and to see what could be done to rectify the matter before or during NELAC 9. Mr. Sotomayor agreed to contact Ms. Autry after the teleconference.

## **ASSESSOR FORUM: DISCUSSION OF PRESENTATIONS**

The committee reviewed the latest available version of the presentations. The committee agreed to give Mr. Dyer feedback on his presentation by the end of the week.

Ms. Moore suggested that the work cell documentation spreadsheets in Mr. Hall's and Mr. Frederici's presentation needed to be reformatted to make them easier to read. The committee also suggested that the spreadsheets should be distributed in hard copy during the forum. Mr. Hall agreed to contact Mr. Frederici to ask him to generate hard copies of the spreadsheets.

Mr. Sotomayor was hoping to conclude the draft of his presentation by May 27. He also agreed to combine all the presentations into a single master for use at the assessors' forum.

## **CONCLUSION**

The meeting was adjourned at 2:25 pm. EDT. The committee will meet again at the Assessors' Forum on June 2, 2003.

**ACTION ITEMS  
INELA  
ON-SITE ASSESSMENT COMMITTEE MEETING  
MAY 21, 2003**

<b>Item No.</b>	<b>Action</b>	<b>Date to be Completed</b>
1.	Mr. Sotomayor will contact Ms. Austry to inform her of the errors in the proposed changes to NELAC Chapter 3 posted on the NELAC website.	05/21/2003
2.	The committee will give feedback to Mr. Dyer on his presentation for the assessors' forum.	05/23/2003
3.	Ms. Moore will reformat the slides in Mr. Hall's presentation containing spreadsheets.	05/27/2003
4.	Mr. Hall will contact Mr. Frederici to obtain hard copies of the work cell spreadsheets for distribution at the assessors' forum.	05/28/2003
5.	Mr. Sotomayor will submit a draft of his assessors' forum presentation to the committee for review.	05/27/2003
6.	Mr. Sotomayor will combine all the assessors' forum presentations into a master file.	05/30/2003

**PARTICIPANTS  
INELA  
ON-SITE ASSESSMENT COMMITTEE MEETING  
MAY 7, 2003**

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AGENDA  
INELA  
On-Site Assessment Committee  
May 21, 2003  
1:00 – 2:25pm (EDT)

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|-------------|---|
| 1:00 – 1:05 | Attendance  |
| 1:05 – 1:10 | Agenda Repair<br>Announcements<br>Approval of Minutes<br>Status of Action Items |
| 1:10 – 1:20 | INELA OSA Committee Membership  |
| 1:20 – 1:35 | Changes to Chapter 3 and NELAC 9  |
| 1:35 – 2:20 | Assessor Forum<br>--Discussion of Presentations                                 |
| 2:20 – 2:25 | Next Steps/Adjournment  |