

1
**SUMMARY OF THE
TNI
ON-SITE ASSESSMENT COMMITTEE MEETING**

JANUARY 10, 2007

The On-Site Assessment (OSA) Committee of The NELAC Institute (TNI) met on January 10, 2007, at 12:00 PM (ET) by teleconference.

Chairperson Mr. Alfredo Sotomayor, of the Wisconsin Department of Natural Resources, led the meeting. A list of participants is given in Attachment A. A list of the action items generated during this meeting and uncompleted items from previous meetings is included in Attachment B. The meeting agenda is given in Attachment C.

ANNOUNCEMENTS

Mr. Sotomayor expected that the TNI Board would endorse the revised policy on standards development at its meeting later on January 10.

Mr. Sotomayor reminded committee members that he would step down from the committee chair after the Denver meeting. Mr. Sotomayor has approached Ms. Denise Rice about chairing the committee. Ms. Rice has been an active participant and has the skill and desire to lead the committee. The committee needs to elect Ms. Rice as the chair after the Denver meeting.

The minutes of the December 12, 2006 meeting were approved for posting.

All committee members will attend the Denver forum.

ONWARD WITH THE OSA MODULE

Mr. Sotomayor outlined the process described in the Policy for Standards Development. The “draft interim standard” that was posted on the TNI website has now progressed to the “interim standard” status. It got to this step because after posting, the committee did not, during the 15 day established period, change its vote on the disposition of any of the comments received.

In Denver the committee will explain the changes that were made responding to comments received and can entertain other comments, but the module cannot be changed based on the latter. Sometime after the Denver Forum, the module will be presented for final ratification by the membership. If two-thirds of the membership approves the module, the interim standard becomes a final standard and then the revision cycle can start over again. The modules produced by the Accreditation Body (AB) and Field Activities Committees are at the same status as the OSA Module. The modules related to Quality Systems and Proficiency Testing are now at the working draft standard and after Denver will be balloted. The member can issue comments to these modules during the balloting process.

The Standards Coordination Committee, composed of the chairs of the expert committees and the Consensus Standards Development (CSD) Program Chair, is now constituted as the CSD Board.

OSA SESSION AT DENVER FORUM

The committee will meet on Thursday, February 1, 2007, for one and half hours. The committee felt that a detail discussion of the module would not be necessary, since changes could not be made at this stage of the standard development process. However, the committee agreed that it would be useful to guide attendees to the sections of the module that had changed based on comments received. The combination of the former two OSA modules into one was the most significant change made. Other notable changes related to technical training for assessors. The committee will use the "Response to Comments" document to select which changes to highlight.

The committee agreed that dedicating part of the session to discussing and receiving input from attendees on future activities for the OSA Committee would be useful, as long as there was a clear break between this discussion and the review of the OSA Module.

The committee considered briefly some suggestions for future activities, among them, providing curricula for training courses for assessors, mechanism for pairing assessors from different ABs, and facilitating interpretation of the OSA module. Mr. Sotomayor noted that most of these future activities would require coordination with other programs, notably the Technical Assistance and Laboratory Systems Programs.

NEXT STEPS

Mr. Sotomayor will distribute a list of ideas generated in the past about possible future activities for the committee. Committee members will review the list before the next meeting, which is scheduled for January 24th.

Ms. Rice inquired about how many members a committee should have. Mr. Sotomayor would check the former "Standards Development Policy" for guidance, but felt that ten members, or no more than 15 would be desirable. The committee will need to recruit new members retaining balance between the following interest groups: accreditation bodies, accredited laboratories, and all other interested parties.

ADJOURNMENT

The meeting was adjourned at 12:53 PM (ET).

**PARTICIPANTS
TNI
ON-SITE ASSESSMENT COMMITTEE
DECEMBER 12, 2006**

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	Wisconsin Department of Natural Resources	T: (608)266-9257 F: (608)266-5226
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INELA
ON-SITE ASSESSMENT COMMITTEE MEETING
DECEMBER 12, 2006

ACTION ITEMS GENERATED AT THIS MEETING

Item No. Meeting Date	Action	Date to be Completed
1, 01/10/07	Mr. Sotomayor will compile a list of possible future activities for the committee to consider.	01/19/07

UNCOMPLETED ACTION ITEMS FROM PREVIOUS MEETINGS

Item No. Meeting Date	Action	Date to be Completed
None	NA	NA

The NELAC Institute (TNI)
On-Site Assessment Committee
January 10, 2007
12:00 – 12:55 PM (ET)

AGENDA

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| 12:00 | Attendance |
| 12:05 | Announcements |
| | Approval of Minutes |
| 12:10 | Onward with the OSA Module |
| 12:15 | OSA Session at Denver Forum |
| 12:50 | Next Steps |
| 12:55 | Adjournment |