On-Site Assessment Committee Agenda
April 6, 2007
11AM – 12:50 PM EST

Attendance
Betsy Ziomek
Faust Parker
Myron Getman
Nilda Cox
Laurie Carhart
Denise Rice
Mark Mensik
Don Cassano

Approval of Minutes
March minutes were approved

Update on member rotation
Ms. Rice shared with the group that since INELA no longer exists, everyone on the committee was considered a new member for TNI purposes. Faust Parker who was due to rotate off this year decided he would like to stay on the committee. Don Cassano is retiring from New York State Department of Health in April. But, wonderful person that he is, decided he would like to stay on the committee after he retires. He will occupy the other interested party category and free up a state assessor stakeholder position.

Discussion of Microbiology Technical Curricula (Margo & John)
Since both Ms. Hunt and Mr. Gumpper were not able to attend today's meeting, this item has been moved to the April 20, 2007 meeting.

Discussion of Inorganic non-metals Technical Curricula (Mark, John & Nilda)
Ms. Cox developed a draft of what should be included in the course and e-mailed it to the committee. The committee discussed the draft. Please see attached for the original draft discussed. Ms. Rice said she would produce two outlines from Ms. Cox's fine work (for which the committee profusely thanked her). One outline would be the general topics all the technical curricula should address that the other teams could use to develop their curricula. The other outline would be the detailed inorganic non-metals curricula with committee suggestions added.

Also Discussed was that on-going technical training criteria should be developed. This would be included as a section of the curricula.

Discussion of Assessor Survey
The committee thought the format of the survey was good. Anonymity of the responder is to be maintained but it would be useful to know what region the assessor is in and if

they belong to an accrediting authority. The committee thought that having this be an annual survey was a good idea to keep track of how TNI is doing, especially through period of the transition to the new standard.

Ms. Rice wants to include a sixth section on inappropriate practices. Laurie Carhart, Myron Getman and Nilda Cox agreed it should be added. Mr. Cassano would like to see some kind of question on capability in association with workload.

Mr. Parker informed us that the questions were worded so that all fives are good and all ones are bad. That would make interpreting the survey results easier.

The committee made it through the first two sections of the questionnaire.

Alfredo Sotomayor has the lab survey. According to Mr. Parker, it was all ready to be sent out but the logistics were never worked out.

Attachment A

Training Course For Technical Assessors for Inorganic, Non-Metals

Analytical Technology

- Spectrophotometry
- Colorimetry
- Infrared Spectrometry
- Titrimetry
- Ion Chromatography
- Gravimetric Methods
- Potentiometry
- Total Organic Carbon and Total Organic Halides
- Chemical Oxygen Demand/Biochemical Oxygen Demand

Prerequisites:

1. Basic knowledge of Inorganic Technologies, Principles and Application.
2. QS Lab Module V1M2
3. Basic Assessor Training

Introduction to Accreditation Procedures and Criteria

V2 M3 Accreditation Body Onsite Assessment

Discussion of Relevant Accreditation Criteria

V1 M2 Quality Systems General Requirements
Management Requirements
Technical Requirements

V1 M4 Chemical Testing

Discussion of Assessment Methods/Techniques to ensure Consistency and Assessment Done Systematically (Planning to Closing)

Assessing Quality Systems/How to review Lab Quality Assurance Manual vs. Standards

Assessing of Technical Competence for Inorganic, Non-metals Methods/Technology.
How to Conduct
Staff Interviews
Communicate

Observing Lab
Performing Test
Review Records

Discussion of All Aspects of Testing Process and How to Assess each Aspect:

Principle
Summary
Application of Method/Technology
Sample prep
Equipment
Method Validation
    Assess Adequacy of Records
Standard /Reference Materials
Calibration
    Procedures and Frequency
Data Recording and Analysis
QC Reporting
Data Reporting Procedure
SOP
Traceability of Measurements
    How to Assess Technical Validity of Reference Standards
Estimate Measurement of Uncertainty
    How to Make Decision if Data is Adequate or not.
Use of Computers/Software
PT Results

Typical Problems Associated with Tests

How to Detect Improper Practices
How to Detect Improper Manual Integration

Exercise

Assessment of Review Data, SOP against Accreditation Criteria
Review of Applicable Standards (Clause) for Non Compliance

Exercise

Technical Review QC Checklist (Cyanide)

Exercise

- Review Raw Data vs. Reported Data
  - Report Findings

Exercise

- Review Lab Report
  - Applicable Standards
  - Determine Non-Conformances
  - Write Interview Questions
  - Write Report Findings

Question and Answers

Examination