

**On-Site Assessment Committee Meeting Minutes**  
**September 5, 2007**  
**1:00 PM – 2:00 PM EST**

**Attendance**

Don Cassano  
Nilda Cox  
Myron Getman  
John Gumper  
Margo Hunt  
Mark Mensik  
Faust Parker  
Denise Rice

**The Assessor Survey Instructions**

Ms. Rice asked for volunteers to write the instructions for the assessor survey. This would include the intent of the survey, the scoring, how to handle the yes and no questions and the question that requires comments. Mark Mensik and Faust Parker volunteered to write them.

Ms. Rice stated that she was still working out the process for sending out the survey. She would get a list of known assessors from Barbara Escobar and then check with Jerry Parr and John Applewhite on how to disseminate. Mr. Parker stated that Jerry Parr indicated the survey could be automated through the TNI website and the results automatically tallied. Ms. Rice said she would talk to Mr. Parr again, but would at least like to send an e-mail with a link to the survey to each known assessor. She stated the participation issues TNI had just getting people to vote on the standards. Mr. Mensik suggested that we could send them the survey to look at before they go to the website to make it easier for the assessors to respond.

**Notes from the Cambridge Meeting**

Ms. Rice has received them from the scribe but has not had the time to review. She will send them out in time for the committee to review and approve at the next meeting.

**The Laboratory Survey**

Ms. Rice is going to send the survey to the committee for them to review and work on at the next meeting. She will also work on the logistics of getting it to laboratories.

The committee then discussed to which labs and to whom in those labs should we send the survey? Ms. Hunt asked about the previous survey results. Ms. Rice replied that Alfredo Sotomayor, former chair, said that survey was never sent out. It was said that we need to ask the board for permission to send the survey out. The committee consensus was that we send the survey to all the labs we can find, not just TNI labs. Mr. Gumper stated that we want the comments of non TNI labs as well.

Next discussed was who in the lab should get one? Mr. Getman suggested we send it to the laboratory director and the rest of the committee agreed. Ms. Cox said that she takes the AZ and CA surveys and passes them around for questions she can't answer and then averages the results. The committee agreed that was what should happen but that Ms. Cox was the exception not the rule. Ms. Rice wants to send the survey to the lab director and respectfully ask it be filled out by the Lab Director, QA Manager and at least one analyst. This way, we can get the analyst's perspective on the process. The analyst never gets to state their unfiltered opinion and their opinion is important. Mr. Cassano suggested that we have one form for the Lab Director/QA Manager and one for the analyst so the analyst's responses are not filtered. Mr. Gumpfer stated we need to ensure we get a geographic, size and type of lab cross section.

### **Posting of the Guidance for Comment**

Ms. Rice will handle getting the lab volume guidance and the technical course curriculum guidance posted for comments. She will have it posted on the website for 45-60 days and then we can revisit them. Mr. Gumpfer asked if we would notify people it was on the web. Ms. Rice responded that notice will be placed in the TNI newsletter that it is being posted. It was announced during the on-site session and will be in the Cambridge meeting minutes as well.

Ms. Cox inquired about the field sampling technical course criteria. Ms. Rice replied that in a Chairs meeting she asked the field activities committee chair if he felt the on-site module was applicable to them and he replied no. Therefore, a field activities technical course curriculum will not be developed. At the conference someone requested air methods be added to the Organics outline but that is as far as we'll go.

**Next meeting:** October 10, 2007 at 1:00 PM EST – Ms. Cox will only be there the first 30 minutes.