

On-Site Assessment Committee Meeting Minutes
October 10, 2007
1:00 PM – 2:50 PM EST

Attendance

Don Cassano – Other
Nilda Cox – Accredited TNI Lab
John Gumpfer - Other
Mark Mensik - Other
Faust Parker – Accredited Lab
Denise Rice - EPA
Betsy Ziomek – State government – non AB

Meeting Minutes

Minutes from the September meeting were approved. Minutes from Cambridge meeting were approved.

The Assessor Survey Instructions

Mr. Mensik explained the instructions. He mentioned that most professionals are used to taking surveys, so he concentrated on why we're collecting the data. Mr. Cassano asked if we are going to follow up on the survey after every batch of assessments. This is a general survey to see how the TNI surveys are going. Ms. Ziomek asked about sending the surveys out to laboratories. This survey is for assessors only. We will be discussing the laboratory survey shortly. Ms. Rice asked about adding a statement to explain why questions are worded strangely. The committee felt that was unnecessary. We discussed how to distribute the survey. We discussed if we would send the survey by e-mail to all known assessors or simply e-mail them asking them to take the survey posted on the TNI website. Ms. Rice would check with Jerry Parr about this.

The Laboratory Survey

First we discussed if we wanted to identify the accrediting authority of the laboratory. It was decided we wanted this information to track if there were specific problems common to a particular accrediting authority. However, since the lab ID would take away anonymity, it was decided this information would not be requested. The question was raised about sending this to labs doing field testing. Field testing is not yet being accredited by TNI and only TNI labs are going to be included in this survey.

The committee then went through each question and decided to keep it as is, reword, or eliminate the question. Additional questions were added.