

On-Site Assessment Committee Meeting Minutes
July 9, 2008
1:00 PM – 2:00 PM EST

Attendance

Nilda Cox, Lab
Don Cassano, other
John Gumper, other
Mark Mensik, other
Margo Hunt, EPA
Faust Parker, Lab
Denise Rice, EPA
Betsy Ziomek, other

Meeting Minutes

The minutes from the May 21, 2008 meeting were approved after typos were corrected.

Updates - Retiring committee members

Both Margo Hunt and Betsy Ziomek will be retiring in August. Jerry Parr was going to tell applicants to reapply in October when openings are posted and become registered associate members in the meantime. Three of the applicants interested in joining were from laboratories and the other three from accrediting bodies. We are losing a person from EPA and one from the other category. Currently we have four members from the other category, so Ms. Ziomek does not need to be replaced. We need to add one lab and one accrediting member to maintain balance. Jerry Parr will be asked about applicants.

Agenda for August meeting during Environmental Measurement Symposium

The following is going to be the agenda for the August Symposium:

Presentation - Old versus new standard

Presentation - Technical Course Criteria Guidance Document

Working Session - Basic Assessor Training Course Criteria Guidance Document

Ms. Cox, Mr. Gumper, Ms. Ziomek, Mr. Cassano and Mr. Parker will not be attending the conference and Mr. Mensik is not sure if he will be able to attend since he is in the process of switching jobs and needs to check with his new employer. Mr. Mensik said he would let the Chair know by July 18 if he can put together a presentation on the old NELAC standard vs. the new TNI standard. He will also know by then if he can attend the conference.

August conference call meeting

The Chair would like to move this meeting to August 6 at 1:30 PM to finalize preparations for the Conference meeting. The committee agreed to the change.

The Laboratory and Assessor Surveys

The results of the laboratory and assessor surveys have been received. The Chair asked for a volunteer to make the results readable so the whole committee can see and discuss them. Ms. Rice stated that given the guidance documents we're working on and scheduling, this would not be needed before October. Mr. Gumper volunteered to fix the comments by October.