

On-Site Assessment Committee Minutes
November 4, 2009
1:00 PM – 2:25 PM EST

Attendance

Committee Members

Nilda Cox, Lab – present
Don Cassano, other – present
Myron Getman AB - present
John Gumper, other – present
Mark Mensik, other – present
Faust Parker, Lab - present
Denise Rice, EPA - present

Associate Members

Nile Ludke
Stacie Wissler

Disclaimer Language for Guidance Documents - Update

Ms. Rice contacted Mr. Sotomayor about the disclaimer language for the guidance. He said his committee was going to come up with standard language to be placed on the document. Also, this was discussed at the CSDB meeting. We are coming up with what standard information needs to be on the cover page.

Balancing the Committee:

- Expiring Committee Member Terms
 - All committee members have been serving for three years and their terms expire this December. Myron Getman is the exception to this and his term expires in July 2010.
 - What areas of expertise do we need?
 - Upcoming projects do not require specific expertise so the balancing can be done based on affiliation.
 - Who is willing to serve another term?
 - Faust Parker, Don Cassano, Nilda Cox and John Gumper are willing to serve for another year. Mark Mensik will get back to the Committee by the end of the year
 - Committee chair
 - The Chair is supposed to rotate off in February. If no one can serve, she will serve until August. The Committee nominated John

Gumpper as the next Chair. He said we would get back to us about having the time and resources to serve as Chair.

- New members needed
 - We need at least three new members to balance the committee
 - Two from Accreditation Bodies (ABs) and one from a laboratory
 - The On-site part of the TNI website already has this posted. Jerry Parr will send out a notice for all committees on openings.
 - Mr. Ludke said he applied and put himself down as other. He's a contractor to DOE.
 - Ms. Cox suggested we invite the new state that joined TNI to be a member of the committee. She thinks the state is Maine. We can check with Marlene Moore; she might know someone from Maine.

Laboratory and Assessor Survey

How do we want to handle distribution so we receive more responses?

- Include in January conference packet
- Post on the website and ask Jerry to use the California and New York e-mail lists for laboratories and e-mail of all members
- Other suggestions
 - Go for as much coverage as possible. Get lists from all of the ABs and then send it out from TNI. Several labs would get missed otherwise.
 - Here are the members who will go to each AB to ask for a list (labs and Assessors) to be sent to Ms. Rice as Chair –
 - Texas, Florida and Louisiana -Faust
 - California - Nilda
 - New York – Don
 - Oregon & Utah - John
 - NJ, NH, ME – Myron
 - KS, IL – Mark

January Conference

What should we discuss?

- All three guidance: we would state that they are finished products and indicate where they are available. Posting them on the TNI website is sufficient.
- Taking the surveys
 - Take some time during the session to fill out survey in addition to putting it in packet.
 - Have Mr. Parr announce that the surveys are in the packet and to please fill them out. The drawback is that the survey would then have to be hand scored instead of electronically compiled.
- Checklist – mention that checklist is in the works

Checklist

- Mr. Parker – Current Quality Checklist (2006 edition) it is 99 pages. It cannot be divided out except by the appendices. We can also use the cross-walk document Ms. Cox prepared.
- Ms Rice was responsible for obtaining the new Checklist from the Quality Systems Chair.
- The Committee decided it was best to get the new checklist, the old checklist and the crosswalk document then figure out what needs to be done.

Other business:

We need to assess the implementation of the standard. The standard will be implemented in 2011. The best implementation help would be the checklist, but the checklist is guidance. Training is being done to help with implementation, such as Quality Systems. After we develop the checklist, implementation should be our next project. We should talk to the Technical Assistance Committee. Our help could be part of the Assessor Forum. We could use the cross-walk document for training.

Next Scheduled Meeting: Monday, December 14, 2009, 1PM EST.