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SUMMARY OF THE
TNI
ON-SITE ASSESSMENT COMMITTEE MEETING

DECEMBER 12, 2006

The On-Site Assessment (OSA) Committee of The NELAC Institute (TNI) met on November 21, 2006 at 12:00 PM (ET) by teleconference.

Chairperson Mr. Alfredo Sotomayor, of the Wisconsin Department of Natural Resources, led the meeting. A list of participants is given in Attachment A. A list of the action items generated during this meeting and uncompleted items from previous meetings is included in Attachment B. The meeting agenda is given in Attachment C.

ANNOUNCEMENTS

Members welcomed John Gumpper to the committee. Mr. Gumpper offered a synopsis of his experience and involvement with the Institute for National Environmental Laboratory Accreditation and now with TNI.

Mr. Sotomayor reminded members that registration for the Denver Forum was open and encouraged them to make hotel reservations as soon as possible. The OSA session at the Forum will take place on Thursday, February 1 for one and half hours in the afternoon.

Mr. Sotomayor informed the committee that there would a TNI Board of Directors teleconference on December 13. The Chairs of the expert committees of the Consensus Standards Development (CSD) Program had a meeting scheduled on December 14.

REVIEW OF COMBINED OSA MODULE

The Committee discussed the versions of the modules provided before the meeting. Ms. Nilda Cox noted that the committee had decided in Kansas City to remove the word "may" from the note in clause 3.7. Mr. Sotomayor recalled that was the case and offered to delete the word from the note.

Dr. Margo Hunt recalled that there were comments asking the committee to clarify the applicability of notes. Mr. Sotomayor recalled that the committee had decided not to add clarifying language about the meaning of notes because such a clarification should be made globally for all modules. After some discussion, the committee agreed to forward language to Dr. Ken Jackson for possible inclusion in all modules. Mr. Gumpper drafted language and shared it with the group.

Mr. Sotomayor noted that when the combined modules were combined he: assigned a section to "frequency of on-site assessments" for easy reference; included all the language that had been in the two modules on "conduct of assessors" under the section "Standards of Professional Conduct for Assessors"; repeated notes in several clauses for reading ease; retained the section "Changes in Laboratory Capabilities" reasoning that some of the changes discussed could trigger an on-site assessment.

The committee agreed unanimously to make the noted changes and to move the standard forward. Mr. Sotomayor will make the noted changes and forward the committee endorsed module to Dr. Jackson, who will review it for consistency and concordance with other modules.

PLANNING FOR DENVER FORUM

Mr. Sotomayor felt that there would be minimal discussion on the combined module at the Denver Forum. Unless the committee changes its votes, the standard available in Denver will be the interim standard. The “response to comments” document and the new version of the module would be available before the meeting Forum. At the OSA session, the committee could gauge the audience’s comfort level with the module and could explain why certain changes were made. The committee cannot modify the interim standard based on feedback in Denver. The interim standard has to be endorsed by INELA members to become a final standard.

Ms. Cox inquired whether the committee would work on the guidance document envisioned for the accreditation and assessment process. Mr. Sotomayor felt that could become the committee’s next task after ensuring that the module could become part of the final standard. He noted that soon after the Denver Forum the committee had to revise its charter, establish a rotation schedule for members, and elect a new chair.

Mr. Sotomayor encouraged committee members to attend the mentoring sessions and the assessors forum.

NEXT MEETING DATES

Mr. Sotomayor will send a set of available dates for holding possibly two meetings in January 2007. The meetings will be dedicated to planning an agenda for the Denver Forum. If planning can be completed with one meeting, the other one can be cancelled.

ADJOURNMENT

The meeting was adjourned at 1:04 (ET).

**PARTICIPANTS
TNI
ON-SITE ASSESSMENT COMMITTEE
DECEMBER 12, 2006**

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INELA
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DECEMBER 12, 2006

ACTION ITEMS GENERATED AT THIS MEETING

Item No. Meeting Date	Action	Date to be Completed
1, 12/12/06	Mr. Sotomayor will make the changes approved by the Committee and forward the last version of the OSA Module to Dr. Jackson.	12/14/06
2. 12/12/06	Mr. Sotomayor will forward to Dr. Jackson proposed language clarifying the applicability of notes in all modules.	12/14/06
3. 12/12/06	Mr. Sotomayor will poll committee members for available dates for holding meetings in January 2007.	12/15/06

UNCOMPLETED ACTION ITEMS FROM PREVIOUS MEETINGS

Item No. Meeting Date	Action	Date to be Completed
None	NA	NA

The NELAC Institute (TNI)
On-Site Assessment Committee
December 12, 2006
12:00 – 1:25 am (ET)

AGENDA

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| 12:00 | Attendance |
| 12:05 | Announcements |
| 12:10 | Review of Combined OSA Module |
| 12:40 | Planning for Denver Forum |
| 1:00 | Next Meeting Dates |
| 1:25 | Adjournment |