

On-Site Assessment Committee Meeting Minutes

March 10, 2010

1:00 PM – 2:25 PM EST

Call in Number: 218-486-8700

Code: 81547

Attendance

Committee Members

Nilda Cox, Lab – absent Robert Dean substituted

Don Cassano, other – present

Myron Getman AB - present

John Gumpper, other – present

Virginia Hunsberger, AB - present

Mark Mensik, other – absent

Faust Parker, Lab - present

Denise Rice, EPA - present

Associate members:

Judy Quigley

Nile Ludke

Approval of Minutes from January

January 13, 2010 minutes and January 27, 2010 Chicago Conference session minutes were unanimously approved.

Laboratory and Assessor Survey

The Committee discussed the comments from the Chicago conference and consideration of a new method for getting feedback. Currently, we post the lab survey on the TNI website and try to get people to respond, but the response is low. We discussed perhaps being the middle man between the AB and lab, and collect the surveys that the labs are supposed to fill out after each audit assessment.

Comments: It's a lot of paper but a good idea. The labs aren't filling out the assessment surveys either. Is this really because of fear of reprisal or just apathy by the lab? It is probably both. We have heard specific labs mention those as reasons. Some on the Committee feel that there is a tendency to send in the survey only if you want to complain. ABs need positive feedback too. We don't know if the form is standardized across the ABs. We would have to make sure it was. We also don't know if labs are required to fill out the survey or just encouraged to do so. We think the idea has merit but we need to get the questions we discussed answered then explore how the ABs feel about

it. We anticipate getting around 300 surveys a year since assessments are only every two years.

The Committee Charter

We discussed the updates and other changes to the charter. The Chair will send the revised charter for a vote.

The Checklist

The remaining time was spent finishing creating the checklist. Because of some of the points of assessment involve assessor conduct we need a copy of ISO 19011. The Chair will ask Jerry Parr for a copy.

Next Scheduled Meeting: April 14, 2010 at 1 PM EST