

**On-Site Assessment Committee Meeting Minutes**  
**May 13, 2009**  
**1:00 PM – 2:55 PM EST**

**Attendance**

Committee Members

Nilda Cox, Lab – present

Don Cassano, other - present

Myron Getman AB - present

John Gumpfer, other - present

Mark Mensik, other - absent

Faust Parker, Lab - present

Denise Rice, EPA - present

**Discussion of March meeting minutes:**

The minutes for the March meeting were approved unanimously.

**August meeting in San Antonio:**

Ms. Rice talked about the conference schedule for the meeting in San Antonio. The On-site Assessment Committee would not be having a separate session because the conference is arranged by topics not by committee. However, there is a Monday session on the new TNI lab standard that may involve presenting something on our standard. Ms. Rice said she would cover this if necessary. Also, TNI has invited EPA's new Administrator, Lisa Jackson, to speak at the conference. We don't know if she's coming, but if she does, this is a good opportunity to get national accreditation on Lisa Jackson's radar. TNI needs buy-in from the top management at EPA.

**Basic Assessor Training Guidance Document Development Discussion**

We went over the changes made to the document based on feed-back from the January conference. These involved re-formatting the document to be grouped by topic instead of by module and insertion of references to the appropriate module. The Committee opinions on the new format varied from neutral to liking the format. The Committee felt that that it was good having standard references. The order of topics makes sense. There were a few glitches with the outline format, from page five onward there were indenting and numbering issues which Ms. Rice promised to fix.

We next discussed which areas of the outline should be emphasized and where we would like to add additional content not covered by the standard. The committee felt that the

history section was comprehensive enough and all parts should have equal weight since this section is just an overview and not part of the actual assessment. In the Accrediting Body section we thought the management parts should be stressed. In the Quality System section we emphasized corrective action root cause analysis. We added preventive action and sections from ISO. Instead of adding corrective action for proficiency testing to the Quality System section, we highlighted the issue in the proficiency section. To the on-site assessment section we added assessing analyst performance and skills to interviewing section. The assessor behavior portions had been added previously due to comments received in the lab survey we sent out last year. We discussed the brevity of findings in reports. We decided to add verbiage about this under timelines for late reports.

Mr. Cassano volunteered to write the PT provider portion of the guidance. He will send it to Ms. Rice in time to incorporate it into the guidance and get it out to the Committee before the next meeting.

We discussed if we should provide exam guidance. We decided we should provide the guidance to be consistent with the technical guidance.

We hope to post the Basic Assessor Training guidance to the TNI website by July. We'll have Jerry Parr send an e-mail alert to the membership that the document has been posted for comment. We'll keep it posted for 45days.

**Next Scheduled Meeting: June 10, 2009, 1PM EST**