

On-Site Assessment Committee Meeting Minutes
June 10, 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 - absent
Mark Mensik, other - absent
Faust Parker, Lab - present
Denise Rice, EPA - present

Discussion of May meeting minutes:

The May meeting minutes were approved unanimously.

Basic Assessor Training Guidance Document Development Discussion

We discussed the entire guidance document including the new PT Provider section and the exam guidance.

The Course Content section was deleted (the Committee thought it was redundant) and the volume and module numbers added to the Table of Contents.

We added a statement to Section 4 of the On-site Assessment outline that Assessors should indicate in their report that laboratories should determine if a deficiency found in one area is in other parts of the lab.

There were several minor formatting changes that needed to be done. Mr. Getman volunteered to make those changes. He will e-mail the document back to Ms. Rice when finished. Via e-mail the Committee will review the document once more before it is posted on the website for comment.

The exam guidance was reviewed. It was decided to change the number of questions on the exam to no less than 50 instead of indicating a range. The rest of the guidance remained the same to be consistent with the Technical Course Examination Guidance.

Next Scheduled Meeting: July 8, 2009, 1PM EST. The regularly scheduled meeting for August is being preempted for the NEMC conference in San Antonio.