

**SUMMARY OF THE  
INELA  
ON-SITE ASSESSMENT COMMITTEE MEETING  
APRIL 9, 2003**

The On-Site Assessment Committee of the Institute for National Environmental Laboratory Accreditation (INELA) met on Wednesday, April 9, 2003, at 1:00 pm Eastern Daylight Time (EDT) by teleconference. Chairperson Mr. Alfredo Sotomayor of the Wisconsin Department of Natural Resources led the meeting. A list of action items generated during this meeting is given in Attachment A. A list of participants is given in Attachment B. The meeting agenda is given in Attachment C. *The purpose of the meeting was to continue planning for the Assessor Forum scheduled for NELAC 9.*

### **INTRODUCTION**

Mr. Sotomayor called the meeting to order. The committee approved the minutes of its February 26 meeting.

Mr. Sotomayor reviewed the status of the action items generated at the last INELA teleconference:

- Mr. Sotomayor did not contact the Accrediting Authority Workgroup to obtain a list of frequent findings encountered by assessors. He felt that he would be able to obtain similar information from some committee members.
- Mr. Charles Dyer forwarded copies of assessment documents that could serve as source materials for the forum.

### **ASSESSOR FORUM**

The committee discussed briefly whether soliciting the assessment appraisal forms from AAs would be useful in selecting topics for the assessor forum. The committee concluded that the forms' lack of a uniform format and their scant return rate from laboratories would not make the appraisal forms as useful for planning topics for the assessor forum.

At the last teleconference, the committee had suggested having a presentation on evaluating corrective action issued by laboratories responding to assessment reports. Mr. Sotomayor and Ms. Marlene Moore thought that adding information on how to write deficiencies would be a good complement to the presentation. The committee suggested reviewing the presentation that Ms. Moore gave at the electronic forum and use that as the starting point for deliberations on corrective action.

After some discussion, the committee agreed to offer presentations on these topics at the forum:

- Comparison of the NELAC 2000 – 2001 Standards: An overview of the changes between the two versions of the standards and directed discussion on the most significant ones. Ms. Moore will be the main presenter.

- From Deficiency to Corrective Action: A presentation focusing on selected findings from assessments, how they are written in assessment reports, what corrective action they trigger, and how the corrective action is evaluated. Mr. Sotomayor will be the main presenter.
- Work Cells: A presentation discussing definitions and examples of work cells, and how to apply and evaluate demonstrations of capability for analysts in them. Mr. Jack Hall will be the main presenter.
- Comments and Recommendations: A presentation discussing the place, value, and format of comments and recommendations issued by assessors during the assessment process. Mr. Dyer will be the main presenter.

Each presentation would be allotted sufficient time to allow questions from participants. The committee also felt it would be appropriate to conclude the forum with a moderated session allowing participants to discuss other topics or concerns with laboratory assessments.

Mr. Sotomayor wanted complete drafts of the presentations to be available by May 7 in time to have final versions of all of them by the committee's May 21 meeting.

## **CONCLUSION**

The meeting was adjourned at 2:25 pm. EDT. The committee will meet once again on April 23 at 1:00 pm (EDT).

**ACTION ITEMS  
INELA  
ON-SITE ASSESSMENT COMMITTEE MEETING  
APRIL 9, 2003**

<b>Item No.</b>	<b>Action</b>	<b>Date to be Completed</b>
1.	Presenters at the assessor forum will produce drafts of presentations for committee discussion.	05/07/2003
2.	The committee will agree on final versions of presentation for assessor forum.	05/212003

**PARTICIPANTS  
INELA  
ON-SITE ASSESSMENT COMMITTEE MEETING  
APRIL 9, 2003**

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AGENDA

Assessment Committee  
April 9, 2003  
1:00 – 2:25pm (EDT)

1:00 – 1:05	Attendance
1:05 – 1:15	Agenda Repair Announcements Approval of Minutes
1:15 – 2:20	Assessor Forum  --Finalizing Topics --Assignments/Timeline --Content Detail
2:20 – 2:25	Next Steps/Adjournment