

The NELAC Institute
On-Site Assessment Committee Meeting
February 20, 2007
12:00 – 1:30 P.M.

Minutes

Greetings, Attendance and Minutes

The meeting began at approximately 12:05 PM. Attendance was taken and is given in Attachment A.

The minutes from the Denver conference were e-mailed to the committee and the January meeting minutes would be e-mailed in a day or so. Members were asked to give comments on the minutes via e-mail and that they would be sent for posting at the end of the week if no objections were received.

John Gumpper informed the group that his e-mail was not working and gave an alternate address to use until those issues were resolved.

Urgent Business

The committee was informed that we need to appoint a member to serve as an ad hoc member of the Committee for Uniformity of Standards. The uniformity committee will be chaired by Carl Kircher. Mark Mensik volunteered to serve. His name will be forwarded to Ken Jackson.

The committee was reminded that we need to review and approve a charter by April 1. That item will be put on March meeting agenda. Mr. Sotomayor will e-mail the current charter to the committee.

Election of a New Chair

Mr. Sotomayor stated that he was stepping down as chair of the committee and asked for a motion to nominate Denise Rice for committee chair. Mark Mensik made the motion to nominate Denise Rice and Nilda Cox seconded the motion. All committee members in attendance voted to elect Ms. Rice as the new chair.

Mr. Sotomayor then turned the meeting over Ms. Rice.

Future Meeting Dates

The committee discussed dates and times for future meeting so that they could get them posted on TNI website and be in compliance with the committee procedures. The tentative meeting dates are as follows, all meetings will be at 11:00 AM:

March 9, 2007
April 6, 2007 & April 20, 2007
May 4, 2007 & May 18, 2007
June 21, 2007

Committee Membership

The committee members were then polled to determine how long they had served on the committee and when their term would expire or they were retiring. This was done to determine how many new members would be needed, when and from which stakeholder group.

Faust Parker – His second term expires at end of 2007

Nilda Cox – This is the second year of her first term

Don Cassano - Retiring around August 2007

Mark Mensik – In his second year of his second term

John Gumper – In the first year of his first term

Betsy Ziomek – In the first year of her first term; She may retire this year

Margo Hunt – Retiring in 2008

Denise Rice – In her second year of her first term

Mr. Sotomayor reminded us that every member needs to have an application on file with TNI. The application is on the website and all members will forward them to the Chair who will pass them on to the Board. Also, the chair requested that everyone e-mail her their area of expertise. This will also determine what gaps there will be in the membership.

It was also mentioned that the membership should think about a vice-chair for discussion at the next meeting. In addition, Mr. Sotomayor clarified that the chair term is one-year.

Committee Future Activities

The committee discussed the outcome of the vote taken at the Denver conference on future projects of the committee. The activities were placed into three groups: projects to be referred to other committees, projects to be undertaken in conjunction with other committees, and projects the committee could work on autonomously. The Chair will contact the other appropriate committee chairs to refer projects and discuss collaboration on other projects.

Projects to be referred to other committees

■ Sponsor an assessor's conclave/electronic forum/electronic bulletin – *Technical Assistance*

■ Establish a mentoring program – *Technical Assistance*

Sponsor a program for assessors to observe other peers conducting assessments – *Technical Assistance*

■ Develop checklist for conducting internal assessments – *Technical Assistance/Lab Support and Quality Systems*

Projects in conjunction with other committees

■ Develop guidance about on-site assessments for laboratories – *Consensus Standards Development Board – Lab Accreditation Systems also Lab Support wants input*

■ Ms. Cox mentioned that state websites have some guidance on how they perform on-site assessments. This topic might also be handled under the project: Review AB On-site Assessment SOPs for Consistency.

Sponsor workshops on targeted topics for assessors – *Technical Assistance/Lab Support*

The Assessor Forum is one place where the workshops could be presented. Mr. Gumpper thinks the OSA committee should have input with the Assessor Forum but let them take the lead on the workshops. We do want to be involved and help and be a part of the process. Ms. Cox remarked that based on our other projects we could offer assistance to the Assessor Forum. Mr. Cassano suggested that we would offer assistance on the business and mechanics of assessing.

- Facilitate a residency program at Federal and State agencies for assessors – *Technical Assistance/Assessor Forum* –

This topic was originally grouped under projects to be referred to other committees but Mr. Gumpper thought the committee should keep it as a collaborative project. The rest of the committee agreed.

Future Projects of the OSA Committee

- Develop curricula of technical courses for assessors
 Include prototype of exams

Ms. Ziomek warned against being too prescriptive with the exam questions. She suggested we designate a given percentage of questions be on the method and a certain percentage on technical aspects and so forth. Mr. Gumpper also warned about being overly prescriptive. Mr. Sotomayor advised against trying to make the curricula part of the standard (like the Appendices in the current NELAP standard). He stated that once the curricula began to be used, it would become the de facto standard.

Questions were raised as to whether the curricula were going to be program specific, about assessor technique, or multiple techniques. It was mentioned that we need most input from providers and assessors, but that labs would also want to know that assessors are adequately trained. As training progresses with the new guidelines, labs will give us feed back. Mr. Cassano asked if the EPA drinking water courses meet the criteria. A discussion ensued. Basically, it would depend on how we set up the criteria.

- Revise curricula of basic assessor training
 Include prototype of exam

Mr. Sotomayor wisely suggested we wait until new TNI quality systems module was voted in before working on this project. The committee agreed.

- Review AB on-site assessment SOPs for consistency
We would undertake this later.

- Write a manual for assessors
 Include template for assessment reports
 Include list of tips on how to assess to specific requirements

The curricula would have to be developed first. Ms. Cox stated that our charter should include these objectives.

Mr. Gumper mentioned the surveys and Mr. Sotomayor agreed to look for them and send them to the chair.

The meeting adjourned around 1:40 PM.

ATTACHMENT A: PARTICIPANTS**TNI
ON-SITE ASSESSMENT COMMITTEE
FEBRUARY 20, 2007**

Member	Affiliation	Contact Information
	Wisconsin Department of Natural Resources	T: (608)266-9257 F: (608)266-5226
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ATTACHMENT B: DETAILED AGENDA

**The NELAC Institute
On-Site Assessment Committee Meeting
February 20, 2007
12:00 – 1:30 P.M.**

Agenda

Attendance

Approval of minutes from last teleconference and Denver Forum

Voting on the new committee chair

Tentative future meeting dates

March 9, 2007	April 6, 2007	May 4, 2007	June 1, 2007
	April 20, 2007	May 18, 2007	June 15, 2007

Committee member rotation/new members

Projects to be referred to other committees

Sponsor an assessor's conclave/electronic forum/electronic bulletin – *Assessor Forum*

Establish a mentoring program – *Technical Assistance*

Sponsor a program for assessors to observe other peers conducting assessments – *Assessor Forum*

Facilitate a residency program at Federal and State agencies for assessors – *Assessor Forum*

Develop checklist for conducting internal assessments – *Technical Assistance/Quality Systems*

Projects in conjunction with other committees

Develop guidance about on-site assessments for laboratories – *Consensus Standards Development*

Sponsor workshops on targeted topics for assessors – *Technical Assistance/Lab Support*

Future Projects of the OSA Committee

- Develop curricula of technical courses for assessors
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