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**SUMMARY OF THE**  
**TNI**  
**ON-SITE ASSESSMENT COMMITTEE MEETING**

**JANUARY 24, 2007**

The On-Site Assessment (OSA) Committee of The NELAC Institute (TNI) met on November 21, 2006 at 12:00 PM (ET) by teleconference.

Chairperson Mr. Alfredo Sotomayor, of the Wisconsin Department of Natural Resources, led the meeting. A list of participants is given in Attachment A. A list of the action items generated during this meeting and uncompleted items from previous meetings is included in Attachment B. The meeting agenda is given in Attachment C.

**ANNOUNCEMENTS**

The final agenda for the Denver meeting was transmitted to Committee Chairs. The OSA Committee is still scheduled to meet on Thursday, February 1, 2007 from 3:30 – 5:00 PM.

The TNI Board of Directors endorsed the Policy on Standards Development unanimously.

**OSA SESSION AT DENVER FORUM**

The committee will divide its session into two sections. During the first part the committee will provide an overview of the work performed since the Kansas City Forum; during the second part, the committee will discuss activities to undertake in the future.

The discussion on the highlights of important changes made to the module should include:

- Combining the two former on-site assessment modules into one in the Accreditation Body (AB) Volume.
- Making initial assessments be announced. Ms. Elizabeth Ziomek noted that Virginia requires all assessments to be unannounced. The committee felt that a “workaround” would be to call initial assessments “surveillance assessments”, because the latter could be unannounced. The committee will need to discuss this item in more detail in the future.
- Requiring that assessors take courses on all the technical disciplines they assess and redefining technical disciplines. Specific training requirements were removed from the module to make it more generic. Training criteria for assessors can be specified, but it should be outside the standard.

The committee plans to spend no more than a half hour for this portion of the session. Mr. Sotomayor will review the “Response to Comments” document to see if there are any other items that should be added to the discussion.

Mr. Sotomayor compiled a list of possible future activities for the committee to consider. He reminded the committee that many of the ideas required working with or deferring to other groups.

Ms. Denise Rice and Mr. John Gumpper raised questions on the logistics of the second part of the session. Mr. Gumpper suggested listing the proposed ideas on a handout offered to attendees as they entered the session. After a brief discussion, the committee could ask for the attendees' input by a show of hands and a running tally would be kept on a flip chart. The committee should be seeking feedback on whether a specific activity should be undertaken by TNI and not necessarily discuss which committee or program should be completing an activity.

After minimal discussion, the Committee agreed not to continue to update the Quality Systems Checklist. Mr. Sotomayor noted that maintaining the checklist was part of the committee's charter, but that the charter should undergo a revision to reflect the change to TNI. He also noted that Mr. Daniel Hickman had completed the last revision of the checklist. Mr. Hickman had indicated that the TNI National Environmental Laboratory Accreditation Program (NELAP) Board could update the Quality Systems Checklist in the future.

Dr. Faust Parker noted that the list could be more helpful if some items were consolidated. Mr. Sotomayor agreed to reorganize the list by areas of affinity.

The committee discussed what its role might be regarding method checklists. Some in the committee felt method checklists belonged under the Technical Assistance Program. Ms. Elizabeth Ziomek mentioned that Mr. Hickman had already compiled many of them through website links on his Oregon website.

Dr. Margo Hunt asked whether the committee was still charged with developing standards, noting that all the activities under discussion were not related to standards development. Mr. Sotomayor clarified that the committee was still in charge of developing the standard, but that because the On-Site Module was fairly complete, the committee had to concentrate on other activities within its scope and mission. Among those could be developing guidance documents for on-site assessments.

Ms. Ziomek suggested adding to the list an activity related to reviewing the consistency of AB standard operating procedures (SOPs) for performing assessments. Mr. Mensik suggested extending the activity related to model SOPs to assist states in becoming ABs. Ms. Nilda Cox suggested it would be helpful to add an activity related to internal audits, or to collecting method checklists provided by others states, even non NELAP ABs that might help laboratories perform internal audits.

#### **NEXT STEPS**

Mr. Sotomayor will draft a detailed agenda for the Denver OSA session, reformat the activities list, and forward both to the committee for comments.

There will a projector and flip chart available for the session. The committee will need to provide its own computer for use in the session.

#### **ADJOURNMENT**

The meeting was adjourned at 1:04 (ET).

**PARTICIPANTS  
TNI  
ON-SITE ASSESSMENT COMMITTEE  
JANUARY 24, 2007**

<b>Member</b>	<b>Affiliation</b>	<b>Contact Information</b>
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**TNI  
ON-SITE ASSESSMENT COMMITTEE MEETING  
JANUARY 24, 2007**

**ACTION ITEMS GENERATED AT THIS MEETING**

<b>Item No. Meeting Date</b>	<b>Action</b>	<b>Date to be Completed</b>
1. 01/24/07	Mr. Sotomayor will forward a detailed agenda for the OSA session in Denver and assign sections to committee members.	01/25/07
2. 01/24/07	Mr. Sotomayor will reorganize the Future OSA Committee list into similar content groups.	01/25/07
3. 01/24/07	The committee will review the agenda and revised list of activities and provide any changes to Mr. Sotomayor.	01/26/07

**UNCOMPLETED ACTION ITEMS FROM PREVIOUS MEETINGS**

<b>Item No. Meeting Date</b>	<b>Action</b>	<b>Date to be Completed</b>
None	NA	NA

TNI  
On-Site Assessment Committee  
January 24, 2007  
12:00 – 1:25 PM (ET)

AGENDA

- |       |                             |
|-------|-----------------------------|
| 12:00 | Attendance                  |
| 12:05 | Announcements               |
| 12:15 | OSA Session at Denver Forum |
| 12:50 | Next Steps                  |
| 12:55 | Adjournment                 |