

On-Site Assessment Committee Minutes
July 12, 2007
12:00 PM – 1:50 PM

Attendance

Nilda Cox
Don Cassano
John Gumpper
Mark Mensik
Denise Rice
Elizabeth Ziomek

Approval of Minutes

The June 21, 2007 minutes were approved.

Discussion of Technical Training Guidance Document

The Introduction: Mr. Gumpper suggested we change the term auditor to assessor to be consistent with TNI language.

Asbestos: Ms. Cox said we should have consistency of acronyms. It was decided that a table of the common acronyms would be developed and included at the back of the document. We discussed the important parts of the outline that should be highlighted.

Inorganic non-metals: We discussed the important parts of the outline that should be highlighted. Added Standard methods 4020 & 5020 to section VI.

Metals: We discussed the important parts of the outline that should be highlighted. We added MQL to Section VII. The outline needs renumbering. The acronyms in Section IV will also be changed to match the style of the Organic outline. Deleted Standard Methods 4020 from section VI. It was decided that Section VIII 2 would be added to all the outlines.

Microbiology and Organic: We discussed the important parts of the outline that should be highlighted. The numbering issues also need to be fixed. For organics we also changed back-calculating to calculating.

Radchem: We decided that information about tailoring the course to class needs was covered in the introduction and be deleted from the outline.

Toxicity: We discussed the important parts of the outline that should be highlighted and formatting issues. To section VII 3 a constant and consistent environmental conditions should be added. Section VII 7 should also included taxonomic verification.

Technical Training Examination: The results have not been processed yet. The chair has asked a few more folks to complete questionnaires. Mr. Gumper thought all the exams should be the same for all disciplines. Mr. Cassano's questionnaires indicated the same thing. Ms. Ziomek asked if anyone is looking at exams. Ms. Rice replied that she had heard comments about some instructor's exams being too tough and too specific while other exams could be easily passed. Looking at technical courses is part of the OSA committee's charter. In order to do that we have to have a bench mark by which to measure courses. This guidance document will give us that. Then we can decide what method we want to use to evaluate the courses. This also allows the AB the option of saying that if it has the TNI stamp its good enough or AB can still have their own criteria.

The August Conference – There was a preliminary discussion on how we plan to present our products and posting of documents for comment. The chair will assign outlines to different people to talk about. We'll do the survey first, then outlines, then the lab module turned guidance.

Next Meeting: Friday, July 27, 11AM – 12:50 pm EST. Wrap up and preparation for the August Conference.