On-Site Assessment Committee Meeting Minutes
March 10, 2010
1:00 PM – 2:25 PM EST
Call in Number: 218-486-8700
Code: 81547

Attendance
Committee Members
Nilda Cox, Lab – absent Robert Dean substituted
Don Cassano, other – present
Myron Getman AB - present
John Gumpper, other – present
Virginia Hunsberger, AB - present
Mark Mensik, other – absent
Faust Parker, Lab - present
Denise Rice, EPA - present

Associate members:
Judy Quigley
Nile Ludke

Approval of Minutes from January
January 13, 2010 minutes and January 27, 2010 Chicago Conference session minutes were unanimously approved.

Laboratory and Assessor Survey
The Committee discussed the comments from the Chicago conference and consideration of a new method for getting feedback. Currently, we post the lab survey on the TNI website and try to get people to respond, but the response is low. We discussed perhaps being the middle man between the AB and lab, and collect the surveys that the labs are supposed to fill out after each audit assessment.

Comments: It’s a lot of paper but a good idea. The labs aren’t filling out the assessment surveys either. Is this really because of fear of reprisal or just apathy by the lab? It is probably both. We have heard specific labs mention those as reasons. Some on the Committee feel that there is a tendency to send in the survey only if you want to complain. ABs need positive feedback too. We don’t know if the form is standardized across the ABs. We would have to make sure it was. We also don’t know if labs are required to fill out the survey or just encouraged to do so. We think the idea has merit but we need to get the questions we discussed answered then explore how the ABs feel about
it. We anticipate getting around 300 surveys a year since assessments are only every two years.

**The Committee Charter**
We discussed the updates and other changes to the charter. The Chair will send the revised charter for a vote.

**The Checklist**
The remaining time was spent finishing creating the checklist. Because of some of the points of assessment involve assessor conduct we need a copy of ISO 19011. The Chair will ask Jerry Parr for a copy.

**Next Scheduled Meeting:** April 14, 2010 at 1 PM EST