

NEFAP Executive Committee Charter

Mission

The mission of the NEFAP Executive Committee (EC) is to develop and oversee a national program for the accreditation of field sampling and measurement organizations (FSMO).

Composition of the Committee

1. The EC will consist of no fewer than ten (10) and no more than eighteen (18) voting members.
2. An unlimited number of associate members are allowed.
3. The voting membership must represent a balance of stakeholder groups. For purpose of balance, stakeholders are arranged into three groups:
 - FSMO
 - AB
 - Other
4. Members serve three year terms, and are eligible to serve two consecutive three year terms.

Objectives

1. Establish and implement guidance, policies, procedures and tools necessary to promote and maintain a national accreditation program for FSMOs.

Success Measures:

- Recognition and adoption of the TNI NEFAP accreditation standard and program by federal and state agencies, and by organizations that contract FSMO for field sampling and measurement activities.
- Recognition and adoption of the TNI NEFAP standard and program by FSMO, including those not under regulatory mandate to do so.
- Broader applicability of the NEFAP standard industry wide.
- Increased number of FSMOs participating in NEFAP program.

2. Promote consistent application of the NEFAP standard and accreditation of FSMOs across federal and state agencies and accreditation bodies.

Success Measures:

- Use of standardized definition(s) for field sampling and measurement activities and the elements that comprise those activities (i.e. mobile laboratories)
- Harmonization of field sampling and measurement requirements with the TNI NELAP standards that may conflict with the NEFAP standard and/or with other recognized quality standards, such as ISO/IEC 17025.
- Adoption by TNI of cross-program (NEFAP/NELAP) accreditation for field sampling and measurement activities (including testing by mobile laboratories).
- Increased number of NEFAP approved ABs and timely completion of NEFAP AB Technical Evaluations.

3. Provide an update on the NEFAP Executive Committee activities and NEFAP to the TNI Board of Directors and affected stakeholders.

Success Measures:

- The TNI Board of Directors receive updates on NEFAP EC activities.

Decision Making

Decisions are made by vote according to the procedures contained in “TNI NEFAP Executive Committee Voting Procedure for General Business and Field Activities Accreditation Matters” (SOP 5-102).

Available Resources:

- Volunteer committee members
- Existing national and international consensus-based standards
- TNI Infrastructure (e.g., Field Activities Expert Committee)
- TNI Support (e.g., Program Administrator, TNI Webmaster)
- Teleconference and A/V services
- Limited Travel Funding

Anticipated Meeting Schedule:

- Teleconferences: regular schedule of monthly calls to be published on the TNI website.
- Additional teleconference calls as needed.
- Face-to-face meetings at TNI conferences, additional meetings as needed.

Program Administrator: Ilona Taunton

Approved by the TNI Board of Directors on June 14, 2017