

## **NEFAP Board Meeting Summary March 30, 2010**

### 1. Roll call and approval of minutes:

Chair Marlene Moore called the NEFAP Board meeting to order on March 30, 2010 at 1pm EST. Attendance is included in Attachment A. There were 11 Board members present on the call.

The minutes from the March 26, 2010 meeting were distributed by e-mail. These will be voted on at the next meeting.

### 2. SOP: 10-105 – AB Evaluation

The Board continued to review SOP 10-005. Marlene asked if any of the Board members who missed the previous meeting had any additional comments on the sections reviewed last Friday.

- Scott commented that he is concerned that the ILAC emphasis may be too strong. He is worried that implementation/interpretation of 17011 is stressed for a fixed lab and does not accommodate FSMOs.
- All time frames need to be calendar days – keep it consistent.
- QAO needs to be removed from the document.
- NACLA needs to be removed.
- Section 6.4 needs to be moved to 6.2
- Should renewal and initial requirements be separated in the document to make the difference clear?

Comments (3/30/10):

#### 6.4.2.5

No response to concerns or comments, but respond with plan for corrective action for initial evaluation. No recognition until corrective action is implemented. AB must respond with implementation of corrective action for non-conformances within 30 days for renewals.

#### 6.4.2.6

The actual implementation of the corrective action plan may extend beyond the 30 or 20 days.

#### 6.7.1

The difference between a finding and a critical finding need to be defined. These terms are in the 2003 standard – they are not in the FSMO standard. This needs to be changed.

The current standard just uses the term finding. ILAC calls it a deficiency. Others call it a non-conformance.

Keith provided the Board with the following definitions:

**Finding:** To be used as a general term

**Nonconformity:** Finding where the AB does not meet a requirement of the applicable standard (ISO/IEC 17011), its own management system or the Arrangement requirements in a way that discredits its competence or jeopardizes the quality of its work. The evaluated AB is expected to respond to any nonconformity by taking appropriate corrective action and providing the team with evidence of implementation.

**Concern:** Finding where the AB's practice may develop into a non-conformity or the team is not fully satisfied. The evaluated AB is expected to respond to a concern by providing the team with an appropriate action plan and time schedule or a clarification.

**Comment:** Finding about documents or AB's practices with a potential of improvement; but still fulfilling the requirements. The evaluated AB is not expected to respond to comments but may do so if it wishes.

Scott pointed out that requiring a response to a "concern" allows an evaluator's opinion to creep into the audit. Cheryl disagreed and felt it should be addressed. The Board agreed to keep all three areas, but the requirement to respond to concerns will be removed.

### Section 6.5

Scott asked if on-site evaluation is defined. Office verses actual site where work is being done. On-site is done at the office and then an assessment performed by the AB is witnessed.

Is "If possible" needed in 6.5.1? It was added because there was a concern as to whether you could really do it in 60 days if there is a problem with an AB's schedule. Maybe you can eliminate this and instead put something along the lines that an extended time frame needs to be approved by the Lead Assessor or the NEFAP Board? It is within 60 days unless there is a very good reason for an extension. The final decision was to remove the "if possible" language.

#### 6.5.2.4

Need to evaluate whether this section should be eliminated.

#### 6.7

Needs updating based on previous conversation.

#### 6.8

Needs updating based on previous conversation.

### 6.10

Scott noted that language may need to be added to address the instances where specific safety training is needed in order to be able to witness an AB evaluation.

### 6.14

Need to get rid of QAO reference.

### 6.12.2 and 6.13

Need to evaluate whether these two sections are similar. Should one be eliminated?

Updates to SOP 10-105 will be made and passed out to the Board for additional comment. Do not send any additional comments until the new DRAFT is received. If there are no comments it will be sent out for an e-mail vote.

## 3. SOP 10-102

John Moorman had sent a comment by e-mail. He is now OK with the language and the SOP does not need any additional changes.

## 4. SOP 10-104

All final comments for SOP 10-104 are needed by next Thursday. Marlene will update the SOP for comment by e-mail and possible voting by e-mail or at the next meeting.

## 5. Open Action Items

See table in Attachment B. Updates are incorporated into the table.

## 6. New Items

- None.

## 7. Next Meeting

The next meeting of the NEFAP Board will be Monday, April 19, 2010 at 1:30pm EST.

Action Items are included in Attachment B and Attachment C includes a listing of reminders.

The meeting was adjourned at 2:45 pm EST.

## Attachment A

### Participants TNI NEFAP Board

Members	Affiliation	Balance	Contact Information	
Marlene Moore (Chair)  <b>Present</b>	Advanced Systems, Inc	Other	(302)368-1211	<a href="mailto:mmoore@advancedsys.com">mmoore@advancedsys.com</a>
Dane Wren  <b>Present</b>	Wren Engineering, P.A.	FSMO	(407)833-0061	<a href="mailto:dwren47@aol.com">dwren47@aol.com</a>
Calista Daigle  <b>Absent</b>	Shaw Environmental & Infrastructure Group	FSMO	(225)987-7291 Cell: (225)485- 2007	<a href="mailto:calista.daigle@shawgrp.com">calista.daigle@shawgrp.com</a>
Scott Evans  <b>Present</b>	Clean Air Engineering	AB	847-654-4569	<a href="mailto:sevans@cleanair.com">sevans@cleanair.com</a>
John Moorman  <b>Present</b>	Water Quality Monitoring Division, South Florida Water Mang District	FSMO	(561)753-2400 x4654	<a href="mailto:jmoorma@sfwmd.gov">jmoorma@sfwmd.gov</a>
Cheryl Morton  <b>Present</b>	AIHA	AB	703-846-0789	<a href="mailto:cmorton@aiha.org">cmorton@aiha.org</a>
Jan Wilson  <b>Present</b>	CAMMIA Environmental	Other	(360)904-8416	<a href="mailto:WQL@aol.com">WQL@aol.com</a>
Doug Berg  <b>Absent</b>	PJ Laboratory Accreditation, Inc.	AB	(248)709-0096	<a href="mailto:dberg@pilabs.com">dberg@pilabs.com</a> <a href="mailto:douglasberg@gmail.com">douglasberg@gmail.com</a>
Keith Greenaway  <b>Present</b>	ACLASS	AB	(703)836-0025	<a href="mailto:keith.greenaway@aclasscorp.com">keith.greenaway@aclasscorp.com</a>
Kim Watson  <b>Present</b>	Stone Environmental Inc	FSMO	(802)229-4541	<a href="mailto:kwatson@stone-env.com">kwatson@stone-env.com</a>
Michael Miller  <b>Absent</b>	Consultant	Other	(908)233-9624	<a href="mailto:mwmilleranaly@yahoo.com">mwmilleranaly@yahoo.com</a>
Brian Conner  <b>Present</b>	A2LA	AB	(301)644 3216	<a href="mailto:bconner@a2la.org">bconner@a2la.org</a>
Michelle Henderson  <b>Present</b>	USEPA	Other	(513)569-7353	<a href="mailto:Henderson.Michelle@epamail.epa.gov">Henderson.Michelle@epamail.epa.gov</a>
Justin B. Brown  <b>Present</b>	EMT	FSMO	(847)324 3350	<a href="mailto:jbrown@emt.com">jbrown@emt.com</a>
Patrick Conlon  <b>Absent</b>	ESI	Other	(610)935-5577	<a href="mailto:pconlon@envstd.com">pconlon@envstd.com</a>
Ilona Taunton (Program Administrator) <b>Present</b>	The NELAC Institute		(828)712-9242	<a href="mailto:tauntoni@msn.com">tauntoni@msn.com</a>

## Attachment B

### Action Items – NEFAP Board

	<b>Action Item</b>	<b>Who</b>	<b>Expected Completion</b>	<b>Actual Completion</b>
4	Ilona will look into Google Calendar and ways to better share working documents.	Ilona	1/31/10	
6	Contact John Schakenbach and discuss MOU possibilities.	Marlene	2/15/10	
12	Talk to DOD about subcommittee established to look at field sampling.	Marlene	3/15/10	
13	Final Review of SOPs and Evaluation SOP. Add comments to review table.	All	2/24/10	Complete
15	Send out e-mail voting requests.	Ilona	Before next meeting.	In Progress
16	Distribute copy of MOU to Board.	Marlene	3/29/10	Complete
17	Need to assign subcommittee to work on Application and Certificate.	Marlene	4/1/10	
18	Vote on SOPs being distributed by e-mail for vote.	All	4/1/10	
19	Update Evaluation SOP (10-105) for final comment.	Marlene	Prior to next meeting.	
20	Update SOP 10-104.	Marlene	4/7/10	
21	Distribute SOPs 10-101, 10-102 and 10-103 to the Policy Committee if e-mail vote approves them.	Ilona	4/7/10	

**Attachment C**

**Backburner / Reminders – NEFAP Board**

	<b>Item</b>	<b>Meeting Reference</b>	<b>Comments</b>
1	Establish Stack Testers Subcommittee	2-18-10	
2	Develop procedure for electronic voting for new NEFAP Board members.	3-18-10	
3			
4			