

**NEFAP Executive Committee
Meeting Summary
January 14, 2013**

1. Roll call:

Chair Marlene Moore called the NEFAP Executive Committee meeting to order on January 14, 2013 at 1:30pm MT. Attendance is included in Attachment A. There were 10 committee members present. Associate member Paul Bergeron was present by phone.

The minutes from December were reviewed and contact information was updated. Mike moved to approve the December meeting minutes. The motion was seconded by Scott. There was no discussion and they were unanimously approved. Jack commented that the NEFAP EC should be part of the review process before the PTP EC approves a table.

See Attachment B for a copy of the meeting slides.

2. Charter

Marlene distributed the charter to the committee to ensure John and Mikes changes were appropriately addressed.

Mike wanted the NEFAP EC to approve PTs. Marlene pointed out that there is a process for developing and approving FoPTs. Scott and Justin agreed with this. Jack wants the EC to be more formally involved in the FoPT review process.

Iлона noted that the EC needs to let the PTP EC know that it is handling PTs by reviewing the results, commenting to the PTP EC and then letting the PTP EC handle the final approval and posting of the information.

Scott moved to approve the charter with the correction of Lauren's last name in Attachment C. A second was made by Justin and it was unanimously approved.

3. Recognition Subcommittee

This group has been working on the evaluation that was done of PJLA over the last year. The subcommittee has comments regarding the procedure that they will give to the NEFAP EC before the end of January.

Attachment D includes the subcommittee's recommendation to the NEFAP EC.

Marlene highlighted that the list of things reviewed was listed whether there was a finding or not. For example, the corrective action report is reviewed even if there were no corrective actions necessary.

The EC is voting on accepting the Subcommittee's recommendation.

Mike Miller motioned to accept the letter as presented by the Recommendation Subcommittee. The motion was seconded by Jack.

Discussion: It was asked whether they had any corrective actions. This level of detail could not be addressed.

Voting: 1 abstain – Doug (from PJLA) 12 – For 0 - Against

PJLA is now a fully recognized AB. Next steps: TNI needs to issue the certificate and the contract.

PJLA is on the only AB who has had applications in order to complete the process. FAC is working on tools for FSMOs to encourage more FSMOs to apply. Marlene and others are compiling documents to provide information about the importance of accreditation.

3. Mobile Lab and NELAP Issues

The subcommittee has not met yet. John will chair this committee with Mike Miller's help through March 2013.

4. Nomination Committee

There are two candidates, but one more is needed. A News Flash has been added to the TNI website.

5. Discussion:

Shannon (ORELAP): She is concerned that a lot of mobile labs think their NELAP accreditation covers their sampling too. Marlene talked about the scope of the subcommittee that has not started meeting yet.

Jack (AEX): What do people in the audience think we need to do to involve more FSMOs?

- John (Ford): Letter from EPA will help. Need letters at the state level too.
- Sharon (ORELAP): Are we limiting who we need to be reaching out to. Justin noted that we are. We need to be approaching more specialties.
- Marlene Moore: People are scared – can they do it? Is it going to cost more money?
- Marianne (Colorado): This is the first she has heard of this. Are they doing something wrong? Marlene emphasized that this is not regulatory at this point. The EPA policy is only a policy. States need to be reached.
- Jim Travis: Their mobile labs only test and do no field tests or sampling. What advantage would it be to have NEFAP? NEFAP allows multi-site accreditations – NELAP does not. NEFAP also has more method flexibility.

- Nelda: Wanted to know if TNI will go with the assessor when they assess an FSMO. Or does this only happen the first time. Marlene emphasized that an FSMO can apply to all ABs. PJLA has already had their review.

6. Organization Topics

Brochure

New brochures are needed. The old ones have all been given out. There is not a subcommittee formed to do this. Scott Evans asked if brochures are needed. Is this an avenue that is no longer needed? What are the tools needed for advocacy? NEFAP could have business cards highlighting a website.

This will be evaluated at the next meeting.

Advocacy

Scott noted in his industry, people don't see the benefit of the accreditation. It is not required, so there is no reason to apply.

Ilona noted that clients can also require accredited providers and perhaps working with larger companies that account for a good number of environmental samples should be targeted.

Doug noted that he does not understand why there is such an emphasis on accredited PTs when the quality of a proper sample has more impact on the data.

These are the types of concerns that Advocacy needs to address.

FAC or NEFAP EC?

How should advocacy/marketing, training and tools development be handled. Goals and objectives for NEFAP also need to be further developed. The charter is a starting point.

New subcommittees were formed:

- Training SOP Subcommittee – Scott Evans
 - o Ilona
 - o Lauren
 - o SOP Due Date is 3/31/12

- Advocacy SOP Subcommittee –
 - o No conclusion. Will be discussed at the next NEFAP EC meeting.
- Some tools are being worked on by FAC. A subcommittee is being formed to look at guidelines or a template for a Quality Manual.

7. New Business

None.

8. Next Meeting

The next meeting of the NEFAP Executive Committee will be by teleconference. A date and time will be established by e-mail.

Action Items are included in Attachment D and Attachment E includes a listing of reminders.

The meeting was adjourned at 4:47pm MT. (Motion: Mike Second: Jack Unanimously approved.)

Attachment A

Participants TNI NEFAP Executive Committee Paul, William


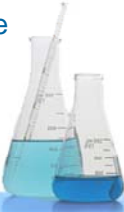
Members	Affiliation	Balance	Contact Information	
Marlene Moore (Chair) Present	Advanced Systems, Inc	Other	(302)368-1211	mmoore@advancedsys.com
Keith Greenaway (Vice-Chair) Geneva - Present	ACLASS	AB	(703)836-0025	keith.greenaway@aclasscorp.com
Dane Wren Absent	Wren Engineering, P.A.	FSMO	(407)833-0061	dwren47@aol.com
Calista Daigle Present	Dade Moeller	FSMO	(225)485-2007	calista.daigle@gmail.com
Scott Evans Present	Clean Air Engineering	AB	847-654-4569	sevans@cleanair.com
John Moorman Present - Phone	Water Quality Monitoring Division, South Florida Water Mang District	FSMO	(561)753-2400 x4654	jmoorma@sfwmd.gov
Cheryl Morton Present	AIHA	AB	703-846-0789	cmorton@aiha.org
Doug Leonard Present	LAB	AB		dleonard@l-a-b.com
Jan Wilson Present - Phone	CAMMIA Environmental	Other	(360)904-8416	WQL@aol.com
Doug Berg Present	PJ Laboratory Accreditation, Inc.	AB	(248)709-0096	dberg@pjlabs.com douglaslberg@gmail.com
Kim Watson Absent	Stone Environmental Inc	FSMO	(802)229-2196	kwatson@stone-env.com
Michael Miller Present	Consultant	Other	(908)233-9624	mwmillerenviron@juno.com
Lauren Smith Present	A2LA	AB	(301)644 3216	lsmith@a2la.org
Seb Gillette Present - Phone	DOD	Other	(210) 395-8434	john.gillette.1@us.af.mil
Justin B. Brown Present	EMT	FSMO	(847)324 3350	jbrown@emt.com
Jack Farrell Present	AEX	Other	(407)331-5040	aex@ix.netcom.com

Members	Affiliation	Balance	Contact Information	
Ilona Taunton <i>(Program Administrator)</i> Present	The NELAC Institute		(828)712-9242	tauntoni@msn.com



NEFAP
Executive Committee
Chair – Kim Watson
Stand-in – Marlene Moore



The Forum on Laboratory Accreditation
Denver, CO
January 2013



EPA Policy

- ❑ **POLICY TO ASSURE THE COMPETENCY OF ORGANIZATIONS GENERATING ENVIRONMENTAL MEASUREMENT DATA UNDER AGENCY-FUNDED ASSISTANCE AGREEMENTS OR INTERAGENCY AGREEMENTS**
- ❑ *This Policy is effective for 2 years from December 12, 2012. The Policy shall be reviewed at the end of 2 years and will either be reissued without revision, reissued with revisions or rescinded.*



http://www.epa.gov/fem/lab_comp.htm



AGENDA

1:30 to 3:00 PM



- Approve minutes from December meeting
- Nomination Committee Report
- Charter Vote or status
- Recognition Subcommittee Report
 - Motion to move forward with recognition to be presented
- Update from ABs on status of applications/process
- Report on timeline update from Doug Leonard
- Subcommittee on mobile labs and Overlap Issues
- Review Action items and update table
- New business
- Advocacy - after break
- End voting session of meeting



AGENDA


3:30 to 5:00 PM

- Brochure status - report with FAC
- TNI NEFAP Presentation - status
- Training SOP - report with FAC
- Organizational roles and responsibilities for program
 - Review charters - and current activities/work
 - Coordination of activities needs improvement
- Input from audience - open session



Voting Session


- Minutes – December meeting
- Charter Status – Vote if completed
- Recognition Subcommittee report
 - Letter Jan 11 submitted to member (via email)




Recognition Subcommittee

Members:

- Marlene Moore, Advanced Systems, Inc., Chair
- William Batschelet, US EPA Region 8 Laboratory
- Paul Bergeron, Louisiana Department of Env. Quality
- John Moorman, South Florida Water Management District
- Dane Wren, Wren Consulting







Subcommittee Report

The Recognition Subcommittee will submit comments and recommendations for the Executive Committee related to process improvements by the end of January 2013.



The Subcommittee would also like to commend the work of the Evaluation Team on the details in the records and thoroughness of the evaluation process.

- Randy Query, Lead Evaluator
- Kim Watson, Technical Evaluator



Subcommittee Recommendation

In accordance with SOP-5-105-Rev 1-NEFAP-Evaluation-Procedure, we have reviewed copies of evaluation team's document review report, Perry Johnson Laboratory Accreditation's (PJLA) document review report corrective action response, the evaluation team's onsite evaluation report including the witness evaluation of PJLA's assessment of an applicant conformity assessment body (CAB), and documentation of PJLA's corrective action implementation. We have reviewed the evaluation team's objective evidence of findings and are assured that it is 1) unbiased, 2) demonstrates a consistent interpretation of the standard, and 3) is complete (demonstrates that all elements of TNI FMSO Volume 2 are performed by PJLA for assurance of the CAB's implementation of TNI FMSO Volume 1). **The Recognition Subcommittees recommends to the Executive Committee that PJLA be recognized for conformance to the TNI NEFAP requirements.**






AGENDA

- Update from ABs on status of applications/process
- Report on timeline update from Doug Leonard
- Subcommittee on mobile labs and Overlap Issues
 - Report next meeting – needs chair
 - Members: Kim, Scott, Doug B. and Marlene
- Review Action items and update table
- New business


	Action Item	Who	Expected Completion	Actual Completion
27	Forward FSMO names to Ilona.	Justin	11-15-12	Still need this information. New date.
39	Give Alternate name to Ilona.	All	9/30/10	Ongoing
81	Prepare NEFAP Timeline	Doug L.	May 2012	
88	Review Attachment B of the May 2012 Meeting Minutes and get comments to JoAnn Boyd and Justin. (Advocacy Update)	All	11/30/12	Needs update from Justin.
92	Meet to discuss training subcommittee processes.	Marlene Justin	December 15, 2012	
102	Prepare DRAFT updated charter.	Scott	Prior to October meeting.	11/21/12: Kim will help Scott. 12/21/12: Kim will send it out by e-mail.
106	Mobile Lab Issue – Subcommittee to begin work.	Kim, Scott, Doug Berg and Marlene.	TBD	
108	Send out E-mail vote for new committee chair.	Ilona	11/30/12	Completed
109	Follow-up on new members and send News Flash to William.	Jan Ilona	11/30/12	Completed

AGENDA

3:30 to 5:00 PM

- Brochure status - report with FAC
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**Attachment C
Charter**

NEFAP EXECUTIVE COMMITTEE CHARTER

1. Organization Name: NEFAP EXECUTIVE COMMITTEE	2. Version: Revision 2013	3. Date: January 7, 2013
4. Mission Statement: The mission of the NEFAP Executive Committee is to ensure the implementation of a national program for FSMO accreditation that is consistent with the TNI FSMO Standard requirements. The Executive Committee will support the field accreditation program with appropriate guidance, procedures, and policies to facilitate implementation of these accreditation standards on a national level. The Executive Committee is committed to establishing and maintaining a program in support of the TNI FSMO standards that will assure continual improvement of FSMO accreditation processes and which incorporate practical, effective, and clear standards of performance that are consistent with the needs of the environmental community as well as regulatory and industry specific requirements. The NEFAP accreditation assures data of known and documented quality that meet the needs of the client.		
5. Committee Sponsor: TNI Board of Directors		
6. Committee Members: <i>(indicate Chairperson, insert rows as necessary for additional members)</i>	7. Interest Category & Stakeholder Group:	
Calista Daigle	FSMO (Dade Moeller Inc.)	
Cheryl Morton	Accreditation Body (AIHA Laboratory Accreditation Programs, LLC)	
Dane C. Wren	Other (Wren Engineering)	
Doug Berg	Accreditation Body (Perry Johnson Laboratory Accreditation)	
Doug Leonard	Accreditation Body (L-A-B)	
Jan Wilson	Other (CAMMIA Environmental)	
John (Seb) Gillette	Other (DoD)	
John, Moorman	FSMO (South Florida Water Management District)	
Justin B. Brown	FSMO (EMT)	
Keith Greenaway	Accreditation Body (ANSI-ASQ National Accreditation Board)	
Kim Watson	FSMO (Stone Environmental)	
Lauren Smith	Accreditation Body (A2LA)	
Marlene Moore (Chair)	Other (Advanced Systems)	
Michael Miller	Other (Consultant)	
Scott Evans	Accreditation Body (STAC)	
8. Objectives/Approach:		
<input checked="" type="checkbox"/> Implement a national accreditation program that is consistent with the TNI FSMO standards.		
<input checked="" type="checkbox"/> Establish adoption and formal acceptance of the program through an advocacy program including supportive contracts, communications, and direction to the stakeholders as well as input to the Field Activities Expert Committee regarding additional standards needs.		
<input checked="" type="checkbox"/> Ensure consistent implementation by the ABs as an integral part of the recognition process, including		

the implementation of AB evaluation protocols, peer review processes, and an open input policy to ensure an effective forum and corrective action processes in support of all stakeholders.

- ✓ Develop field accreditation program guidance, procedures, and policies that meet the needs of the environmental community as well as regulatory and industry specific requirements and are consistent with other national and international standards, avoiding unnecessary duplication and non-value added requirements.
- ✓ Collaborate with affected stakeholders to develop a national program that accounts for the needs and interests of all stakeholders while balancing considerations of cost; practical concerns, and the quality and consistency of environmental data.
- ✓ Continually evaluate and establish success measures to target opportunities for improvement.
- ✓ Develop and maintain the tools (e.g., guidance documents, templates, training materials, etc.) necessary for consistent standards implementation and AB recognition.
- ✓ Utilize existing and future stakeholder organizational infrastructure and resources to accomplish mission.

9. Success Measures:

- Implementation of an accreditation program that is acknowledged by EPA, government agencies and organizations through contractual requirements for field sampling and measurement organizations.
- Increasing support and input from stakeholders including ABs, FSMOs, Industry, Regulators and Standards Setting Organizations.
- Field accreditation standards are adopted by those performing environmental sampling and field measurements, including those not under a regulatory mandate to do so.
- The field accreditation standards are adopted by accrediting bodies (3rd Party or government agencies) on a voluntary basis or written into regulation where applicable or through contractual arrangements.
- Decision uncertainty reduced over time with the production of higher quality, more consistent environmental data.

10. Key Milestones: *(significant events and corresponding dates)*

- Revise implementation support documents including the required approvals during 2012.
- Implement recognition program for accreditation bodies starting July 2010 with full operation by January 2013.

11. Considerations: *(assumptions/constraints/obstacles/risks)*

- Volunteer member organization with significant time constraints
- New organization with limited resources and developing infrastructure
- Ability to communicate updates and progress to the community at large in a timely fashion.
- Ability to implement an effective consensus-based accreditation program that both meets the standard requirements and ensures comparable execution of the accreditation process by all accreditation bodies
- Substantial learning curve for those organizations which have not previously been subjected to rigorous quality requirements and/or accreditation
- Ability to develop and conduct training programs
- Authority of government agencies to require FSMO accreditation
- Stakeholder "buy-in" and acceptance within the industry
- Industry "politics"

12. Available Resources:

- Volunteer committee members
- Existing national and international consensus-based standards
- EPA Cooperative Agreement
- TNI Website
- TNI Advocacy Committee
- TNI PT Executive Committee
- Dedicated TNI support resources
- Field Activities Expert Committee
- Other TNI Committees (Expert and Support)
- Participating organizations

13. Additional Resources Required:

- Industry experts
- Writers and technical editor support
- Web-based teleconferencing services
- Outreach assistance from Advocacy Committee
- Effective and accessible member database

14. Anticipated Meeting Schedule: *(specify meeting format and frequency)*

- Where Practical - Monthly Executive Committee Teleconferences (schedule to be posted in advance of actual meetings)
- Additional teleconferences as needed
- Executive Committee meetings (face-to-face) during semiannual TNI Forums (Winter and Summer)

Attachment D



January 11, 2013

Ms. Kim Watson
Chair, NEFAP Executive Committee

National Environmental Field Activities Program Recognition Subcommittee Recommendation

The National Environmental Field Activities Program (NEFAP) evaluation team assigned to the evaluation of Perry Johnson Laboratory Accreditation Inc. (PJLA) has completed its evaluation of this Accreditation Body (AB).

The NEFAP Recognition Subcommittee has completed the review of the Evaluation Team's objective evidence of findings and has completed the following as required by TNI SOP 5-105 Evaluation Procedure:

- (1) assured the process was unbiased (for the one accreditation body completed to date)
- (2) demonstrates a consistent interpretation of the standard (by the accreditation body)
- (3) has complete information that demonstrates all elements of TNI FSMO Volume 2 are performed by the AB for assurance the FSMO implementation of TNI FSMO Volume 1.

The evaluation consisted of the following: 1) a technical review of the Perry Johnson Laboratory Accreditation Inc. application for renewal and its supporting documentation and 2) a witness evaluation of an FSMO assessment. The Recognition Subcommittee reviewed the following documentation.

- 1) The evaluation team's document review report completed on August 10, 2011
- 2) The ILAC recognition documentation as meeting ISO/IEC 17011, APLAC reevaluation Letter
- 3) The witness assessment of an FSMO performed on May 14-15, 2012 and reported August 1, 2012
- 5) Evaluations team records on the PJLA evaluation submitted on December 14, 2012

The Evaluation Team members are:

- Randy Querry, Lead Evaluator
- Kim Watson, Technical Evaluator
-

The evaluation teams records of qualifications meet the requirements of the TNI SOP 5-105 Evaluation Procedure.

Conclusion

In accordance with SOP-5-105-Rev 1-NEFAP-Evaluation-Procedure, we have reviewed copies of evaluation team's document review report, Perry Johnson Laboratory Accreditation's (PJLA) document review report corrective action response, the evaluation team's onsite evaluation report including the witness evaluation of PJLA's assessment of an applicant conformity assessment body (CAB), and documentation of PJLA's corrective action implementation. We have reviewed the evaluation team's objective evidence of findings and are assured that it is 1) unbiased, 2) demonstrates a consistent interpretation of the standard, and 3) is complete (demonstrates that all elements of TNI FMSO Volume 2 are performed by PJLA for assurance of the CAB's implementation of TNI FMSO Volume 1). **The Recognition Subcommittees recommends to the Executive Committee that PJLA be recognized for conformance to the TNI NEFAP requirements.**

The next evaluation of PJLA is to be completed prior to January 2017 (4 years).

Attachment D



The Recognition Subcommittee will submit comments and recommendations for the Executive Committee related to process improvements by the end of January 2013.

The Subcommittee would also like to commend the work of the Evaluation Team on the details in the records and thoroughness of the evaluation process.

Sincerely,

Recognition Subcommittee Members:

Marlene Moore, Advanced Systems, Inc., Chair
William Batschelet, US EPA Region 8 Laboratory
Paul Bergeron, Louisiana Department of Environmental Quality
John Moorman, South Florida Water Management District
Dane Wren, Wren Consulting

Attachment E
Action Items – NEFAP Executive Committee

	Action Item	Who	Expected Completion	Actual Completion
27	Forward FSMO names to Ilona.	Justin	3-15-13	
39	Give Alternate name to Ilona.	All	9/30/10	Ongoing
81	Prepare NEFAP Timeline	Doug L.	3-14-13	1/14/13: Ilona sent information to Doug regarding the action item.
88	Review Attachment B of the May 2012 Meeting Minutes and get comments to JoAnn Boyd and Justin. (Advocacy Update)	All	1/15/13	Needs update from Justin. Ilona will work with William to get the website up. 1-17-13: William is working on website update. Complete
92	Meet to discuss training subcommittee processes.	Marlene Justin	1-31-13	Complete
102	Prepare DRAFT updated charter.	Scott	1/14/13	Complete
106	Mobile Lab Issue – Subcommittee to begin work. From Backburner: Evaluate overlap issue with NELAP and DoD ELAP regarding mobile labs. (Originally brought up 8-6-12 meeting.)	Kim, Scott, Doug Berg, John and Marlene. Mike to help through 3/13.	TBD	
110	Complete DRAFT Training SOP for EC review.	Scott, Lauren, Ilona	3/31/13	
111	Prepare Certificate and Contract for PJLA.	Ilona Jerry	2/28/13	
112				

Attachment F

Backburner / Reminders – NEFAP Executive Committee

	Item	Meeting Reference	Comments
4	Review Charter.	October 2013	
6	Evaluate how to handle adding additional ABs. Impact on committee size.	8-6-12	
7	Evaluate overlap issue with NELAP and DoD ELAP regarding mobile labs.	8-6-12	
8			