

**NEFAP Executive Committee  
Meeting Summary  
October 19, 2012**

1. Roll call:

Chair Marlene Moore called the NEFAP Executive Committee meeting to order on October 19, 2012 at 11 am EST. Attendance is included in Attachment A. There were 9 committee members present.

The minutes from August and September were reviewed.

Mike moved to reaffirm the August meeting minutes and approve the September 19<sup>th</sup> minutes with the amended attendance list (Lauren was not present). The motion was seconded by Kim. There was no discussion and they were unanimously approved.

2. Chair of NEFAP EC

This position will be available after the first of the year. It was asked whether the chair must attend the January meeting and the response was that the co-chair could run the meeting. Kim Watson expressed some interest in this position. Members are asked to contact Marlene or Ilona with any questions and to let them know about any interest in the position.

3. Recognition Subcommittee

The results of the vote for membership of the Recognition Subcommittee were sent by e-mail and added to the September 19, 2012 minutes.

The committee must now select a chair for the subcommittee. The only subcommittee member willing to serve in this capacity at this time is Marlene Moore. This will be sent out as an e-mail vote.

4. Nomination Committee

Jan and Calista were not on the call today, so an update will be provided at the next meeting.

5. Charter

Scott will work on this and get it out to members before the next call. Committee members should comment so a vote can be done at the next meeting.

## 6. NEFAP Timeline

Doug Leonard was not on the call today, so an update will be provided at the next meeting.

## 7. New Business

- Mobile Labs. Kim commented that at NEMC it was apparent that there are mobile labs being accredited, but it appears that there are many differences in how they are being handled. It is only the laboratory portion that is being reviewed and nothing is being reviewed regarding sampling.

Kim, Scott, Doug Berg and Marlene will take a look at this issue. Jack is willing to review material with this subcommittee. Ilona will talk to Justin and FAC to see if someone would be willing to work on this. *(10-19-12 and 10-29/12 Addition: An e-mail was sent to the subcommittee with FAC's related action items. A request for FAC participation was also made. Justin responded on 10/29 that FAC would like to work with the NEFAP EC on this topic. A subcommittee defining Scope of Accreditation may be able to assist and he said he would check with John Moorman. They can help after the Voting Draft Standard is complete.)*

Backburner item #7 should also be looked at – Attachment C.

A year ago, Lynn Bradley and Ilona did interview a few programs regarding this issue and their notes can be made available.

- New York is looking at how to regulate field work. They are temporarily not accrediting for field parameters as their program is being developed. Marlene noted that NEFAP could take care of this. Advocacy in this direction would be helpful. *(10/29/12 Addition - Note: Ilona forwarded a message from Jack that included a copy of the memo from New York. Jack: A memo from NYDOH regarding the cessation of accreditation for select field parameters. Based on subsequent conversations, it has been implemented...please note that it is a temporary cessation until NY can get the regulations changed to allow a tiered program...it does not eliminate the requirements to follow the methods and have QA/QC properly performed and can be reviewed by other programs such as DEC.)*

## 8. Next Meeting

The next meeting of the NEFAP Executive Committee will be by teleconference and planned for mid November.

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

The meeting was adjourned at 11:57am EST. (Motion: Scott Second: Kim Unanimously approved.)

## Attachment A

### Participants TNI NEFAP Executive Committee

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>
Keith Greenaway (Vice-Chair) <b>Present</b>	ACLASS	AB	(703)836-0025	<a href="mailto:keith.greenaway@aclasscorp.com">keith.greenaway@aclasscorp.com</a>
Dane Wren  <b>Absent</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	calista.daigle@gmail.com
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>Absent</b>	AIHA	AB	703-846-0789	<a href="mailto:cmorton@aiha.org">cmorton@aiha.org</a>
Doug Leonard  <b>Absent</b>	LAB	AB		<a href="mailto:dleonard@l-a-b.com">dleonard@l-a-b.com</a>
Jan Wilson  <b>Absent</b>	CAMMIA Environmental	Other	(360)904-8416	<a href="mailto:WQL@aol.com">WQL@aol.com</a>
Doug Berg  <b>Present</b>	PJ Laboratory Accreditation, Inc.	AB	(248)709-0096	<a href="mailto:dberg@pjlabs.com">dberg@pjlabs.com</a> <a href="mailto:douglaslberg@gmail.com">douglaslberg@gmail.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>Present</b>	Consultant	Other	(908)233-9624	<a href="mailto:mwmillerenviro@juno.com">mwmillerenviro@juno.com</a>
Lauren Smith  <b>Absent</b>	A2LA	AB	(301)644 3216	lsmith@a2la.org
Seb Gillette  <b>Present</b>	DOD	Other	(210) 395-8434	john.gillette.1@us.af.mil
Justin B. Brown  <b>Absent</b>	EMT	FSMO	(847)324 3350	<a href="mailto:jbrown@emt.com">jbrown@emt.com</a>
Jack Farrell  <b>Present</b>	AEX	Other	(407)331-5040	<a href="mailto:aex@ix.netcom.com">aex@ix.netcom.com</a>

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

**Attachment B**  
**Action Items – NEFAP Executive Committee**

	<b>Action Item</b>	<b>Who</b>	<b>Expected Completion</b>	<b>Actual Completion</b>
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
44	Start FAQs for Application.	Calista	<del>12/31/11</del> 4/5/12	Take a look at inconsistencies in responses in application. Calista will be resending her e-mail request. Calista has now gotten a list of questions from Marlene. 8-6-12: Calista will follow-up.  Complete and posted on website.
63	Consider need to formally adopt Vol 3 and Vol 4 – PT Provider and PTPA standards.	All	Review at next meeting. (Need to understand if we need to adopt this standard. Is the policy we previously wrote essentially an adoption.)	PT Policy was not approved by Policy Committee. FAC needs to determine if it is a TIA or an update in the standard.  Completed – FAC is working on it. Add to backburner.

	<b>Action Item</b>	<b>Who</b>	<b>Expected Completion</b>	<b>Actual Completion</b>
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	<del>Prior to October meeting.</del> 11/15/12	
103	Distribute resumes, COIs and voting Ballot to EC.	Ilona	Sept 26, 2012	Complete
104	Vote for Recognition Subcommittee membership.	All	Within 2 weeks of vote distribution.	Complete
105	E-mail vote for chair of Recognition Subcommittee.	Ilona All	11/8/12	
106	Mobile Lab Issue – Subcommittee to begin work.	Kim, Scott, Doug Berg and Marlene.	TBD	
107	Forward information from FAC on this issue and contact Justin for additional subcommittee volunteers.	Ilona	10/31/12	

**Attachment C**

**Backburner / Reminders – NEFAP Executive Committee**

	<b>Item</b>	<b>Meeting Reference</b>	<b>Comments</b>
4	Review Charter.	October 2012	
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			