

**NEFAP Executive Committee**  
**Meeting Summary**  
**November 17, 2014**

1. Roll call:

Justin Brown, Chair of the Field Activities Expert Committee and NEFAP EC member, substituted as Chair for the meeting due to a change in the Chair's, Kim Watson, schedule. Justin called the NEFAP Executive Committee meeting to order on November 17, 2014 at 12:36 pm ET. Attendance is included in Attachment A. There were 10 committee members present. Associate Members present: Mike Miller and William Batschelet.

The meeting minutes from October 10, 2014 were reviewed. Paul made a motion to approve the October 10, 2014 minutes. The motion was seconded by Nilda and unanimously approved.

Justin let everyone know that John Moorman will be stepping down from the committee due to increased workload. Ilona will look at whether we can have someone step into this role until the election next March.

John is also the committee's representative on the Policy Committee. John gave a description of what he does – they see all TNI policies, SOPs, etc ... They meet every other week. If someone is interested in filling this role, they should contact Ilona or Kim. Please email John with questions. He needs to be replaced by the end of December.

2. SOPs

SOP-103 - Nominating

Justin noted the issue is the comment from policy regarding stakeholder groups. We need to petition the board with another stakeholder group if we want to leave the language in the SOP as it is.

From Article XI, Section 4 of the TNI Bylaws:

*Default stakeholder groups are:*

- *Accreditation bodies and other governmental agencies that operate environmental accreditation programs.*
- *Laboratories and other organizations directly involved in providing sampling and environmental measurements, and*
- *All others.*

*A core program or a committee may define a different set of stakeholder groups to better represent the program's or committee's constituency or to ensure balanced representation among its members. Establishing any stakeholder groups different from the default groups specified in this Section shall require approval by the Board of Directors.*

There was discussion of whether the issue was defining FSMOs or Non-NEFAP ABs as Others. Justin thought he could make a change in the SOP to make it clear that FSMO's follow the Stakeholder Group in the second bullet – an organization directly involved in providing sampling and environmental measurements. The issue of naming non-NEFAP ABs as Others will require approval. Ilona noted that using the current groups would preclude adding any other ABs to the committee because of dominance and this would not benefit the committee. Involvement of other ABs strengthens the program.

Paul Bergeron made a comment in the SOP:

*The Executive Director of TNI has stated that a member of a public FSMO who is also a member of a non-NEFAP accreditation body cannot change stakeholder group membership to enable the Executive Committee to achieve balance. This direction needs to added to this SOP.*

Paul thinks this should be added – this was a potential issue for him. He is an FSMO and an AB. Can TNI members only have one permanent stakeholder group designation? Or is it OK to have a different designation in another Program? This issue needs to be raised with the TNI Board of Directors.

After much discussion it was agreed that Justin and Ilona will work on this issue and keep John in the loop since he is on the Policy Committee. Justin will update the SOP with some language changes to address the FSMO issue and Justin and Ilona will work on a document to clearly define what the issue for the TNI Board will be. This will be presented at the next meeting.

Nilda had one additional comment on this SOP:

Section 5.4.2.3 –why are there are no minimum and maximum numbers set for Federal. Justin and Ilona will look into this and see if there was a reason or this will be changed in the revised version Justin will be working on.

#### SOP – 5-106 -SIR

Ilona commented that the language in 5.4 needs to be removed and that the Veto process takes care of issues where something cannot be implemented. Carl agreed assuming an SIR does not re-write the standard.

Justin will add something to the SOP about what is an appropriate SIR. Ilona will provide some additional information from the NELAP process to help him do this.

Carl asked the ABs on the call what their thoughts are on SIRs and implementing them:

Randy doesn't have an issue with implementing SIRs. It would be good to document the process.

Tracy does not have a problem with the current wording.

Doug noted that in ILAC the interpretation level is done by the individual ABs. If there are issues, they make changes through policies. Doug is concerned that off-the-cuff interpretations could be made that ABs will be required to follow. He wants to be sure there is a framework for handling this – maybe policies are needed. Ilona reminded everyone that SIRs are finalized by all the ABs as part of the regular voting process on the NEFAP EC. If a SIR is brought forth that ABs can't implement, it should not pass because they have the ability to veto it. A veto requires an investigation to understand why it is not implementable and this is taken into consideration. Justin will work on this SOP and provide some additional text and changes for review at the next NEFAP EC meeting.

### SOP 5-105 - Evaluation

Tracy sent some language for consideration:

Hi Everyone:

During the last meeting I was tasked to review SOP-5-105 Evaluation Procedure to see if the wording for Preliminary Recognition needed to be clarified in regard to how long this status can remain active if an on-site evaluation is not completed. I also was tasked to review international recognition bodies (i.e. APLAC) criteria to see if we can align with them in similar situations. Since APLAC follows the requirements set forth in ILAC criteria A2 and A5 they do not allow accrediting bodies to apply if they do not have at least one CAB (i.e. lab) accredited. However, APLAC does have a procedure (APLAC MR 008, Section 5-Attached) for handling delayed on-site evaluations. They state that if it goes past 2 years then the MRA Council makes a decision to keep the report valid or to suspend the entire application. They take these situations on a case by case basis, which I think is appropriate. Keep in mind APLAC does not grant any type of recognition prior to the completion of an on-site evaluation and a review by the final decision committee (APLAC MRA Council) is completed.

I looked at the wording in SOP-5-105 and came up with the following criteria (see red highlights). I believe this is reasonable at this time since the program is still in the early development stages. We do not want to discourage any AB(s) from dropping out of the program.

#### **6.4 Scheduling the On-Site Program Evaluation**

6.4.1 Once the LE determines that the AB's application is accepted and recommended for preliminary recognition, the AB is notified within thirty (30) calendar days to schedule the on-site evaluation as needed (see Section 6.1.1.2). If it is determined an on-site evaluation shall be conducted, it must occur within sixty (60) calendar days of completion of the application technical review and at

the mutual convenience of the evaluation team and the AB. The EC will coordinate the dates with the AB and the evaluation team. If the AB is not ready for an on-site evaluation within 60-days due to the lack of contracting any FSMOs then the AB may retain preliminary recognition until an FSMO has been contracted. The AB is encouraged to complete an on-site evaluation as soon as possible to complete the full recognition process. If the AB does not obtain a contracted FSMO within 12 months from the date that preliminary recognition was granted, then the EC will reach out to the AB for a status update and make a determination whether or not the current documentation utilized for the preliminary recognition remains in good standing. Depending on the results of this review, the AB may be required to update the LE with updated documentation. This shall be completed within 30 days from the notification from the EC in order to retain preliminary recognition status.

There was general agreement regarding the information provided by Tracy. It puts some controls in place for the future to strengthen the program.

Justin and Ilona noted that this information does cover one of the concerns discussed last month, but that the committee still needs to address the concern that was raised by the TNI Board regarding the actual process of preliminary accreditation and possible disadvantages in marketing for ABs that have Preliminary Accreditation. They were concerned that the committee set-up a system that puts someone at a disadvantage. They want the committee to look at the entire system.

Justin asked for comments and suggested that this needs to be discussed further at the December meeting after everyone has had a chance to review the information and think about it.

Tracy asked if the TNI Board can wait to make changes to the process so that all ABs have a chance to finish up the process. Justin noted that the request from the TNI Board was not to make changes now, but to understand the issue and see if any changes are needed.

### 3. New Business

- Justin and Ilona let the committee know they will be receiving documents for review from the FSMO Tools Subcommittee. One is a Priority Checklist and the other is a summary of the accreditation process. The committee was asked to review these documents and get comments back to Ilona and Justin so a final draft can be prepared for voting. Once the documents are approved, they will be posted on the website and given to FSMOs.

### 4. Next Meeting

The next meeting of the NEFAP Executive Committee will be planned by email. The next meeting will be early December.

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

The meeting was adjourned at 1:20 pm EST. (Motion: John Second: Calista Unanimously approved.)

**Attachment A**

**Participants  
TNI NEFAP Executive Committee**

<b>Members</b>	<b>Affiliation</b>	<b>Balance</b>	<b>Contact Information</b>	
Kim Watson (Chair) <b>Absent</b>	Stone Environmental Inc	FSMO	(802)229-2196	<a href="mailto:kwatson@stone-env.com">kwatson@stone-env.com</a>
Keith Greenaway (Vice-Chair) <b>Absent</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>Present</b>	Dade Moeller	FSMO	(225)485-2007	<a href="mailto:calista.daigle@gmail.com">calista.daigle@gmail.com</a> <a href="mailto:calista.daigle@moellerinc.com">calista.daigle@moellerinc.com</a>
Troy Burrows <b>Present</b>	STAC (Entec Services, Inc.)	AB	(800) 429-8445	<a href="mailto:TBurrows@entecservices.com">TBurrows@entecservices.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>Present</b>	LAB	AB	260-637-2705	<a href="mailto:dleonard@l-a-b.com">dleonard@l-a-b.com</a>
Nilda Cox <b>Present</b>	Eurofins Eaton Analytical Inc	Other	626-318-8517	<a href="mailto:nildacox@eurofinsus.com">nildacox@eurofinsus.com</a>
Doug Berg <b>Present -Tracy</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>
Paul Bergeron <b>Present (Left 1:28)</b>	LELAP	AB	225-219-3247	<a href="mailto:Paul.bergeron@la.gov">Paul.bergeron@la.gov</a>
Carl Kircher <b>Present (Left 1:28)</b>	Florida DOH	AB	904-791-1574	<a href="mailto:Carl_kircher@doh.state.fl.us">Carl_kircher@doh.state.fl.us</a>
Lauren Smith <b>Present - Randy</b>	A2LA	AB	(301)644 3216	<a href="mailto:lsmith@a2la.org">lsmith@a2la.org</a>
Seb Gillette <b>Absent</b>	DOD	Other	(210) 395-8434	john.gillette.1@us.af.mil
Justin B. Brown <b>Present</b>	EMT	FSMO	(847)324 3350	<a href="mailto:jbrown@emt.com">jbrown@emt.com</a>
Jack Farrell <b>Absent</b>	AEX	Other	(407)331-5040	<a href="mailto:aex@ix.netcom.com">aex@ix.netcom.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 Executive Committee**

	<b>Action Item</b>	<b>Who</b>	<b>Expected Completion</b>	<b>Actual Completion</b>
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  Agenda next month	Doug L.	4/22/13	4/22/13: It has been distributed and needs to be put on agenda for review. 5/29/14: Will be on June 2014 agenda.
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. 3/28/13: Paul has been added.	TBD	3/28/13: Subcommittee will begin work in April. Questionnaire will go out first. 6/12/13: Survey will go out this week. 10/10/13: Survey will be sent to 2 more lists of people.
110	Complete DRAFT Training SOP for EC review.	Scott, Lauren, Ilona	3/31/13	
116	Update Evaluation SOP and distribute to committee.	Marlene Carl Justin	5/2/13	6/12/13: Still in progress. 7/15/13: Still in progress. 12/17/13: Kim will help with this. 1/29/14: Kim will update language. Ilona will update attachments. 4/2014: Ilona

	<b>Action Item</b>	<b>Who</b>	<b>Expected Completion</b>	<b>Actual Completion</b>
				updated SOP and distributed for review. See Action Item 141 for further progress on this item. Complete
119	Update “Guidance for ABs on the Suggested Content for the Scope of Accreditation” by adding comments received by e-mail to Scope inquiry. Distribute to committee.	Kim	Next meeting	A guidance document outline will be discussed at the January meeting. 5/29/14: This will be added to the June 2014 agenda.
124	Send Presentation slides to committee members for review and comment. The slides will be used for future presentations about NEFAP.	John	10/15/13	
130	Prepare DRAFT outline for Scope Guidance Document	Kim	1/24/14	
135	Add Mobile Lab issue to charter.	Kim	3/15/14	
144	Distribute SOP 5-103 and 5-106 with John’s concerns for discussion at the June meeting.	Kim	6/9/14	
145	Check-in with Dane regarding membership.	Kim	7/15/14	
147	Check with John about updating SOP 5-106.	Kim	7/25/14	
148	Update SOP 5-103.	Justin	Next Meeting	Complete
149	Complete application to work on Scope of Accreditation Guidance and send to FAC for comment.	Kim	7/31/14	10/10: Kim will ask Justin.
150	Review SOP 5-105 and look for opportunities to handle Preliminary Accreditation differently and include language for how to handle AB that does	Tracy	11/3/14	Complete



	<b>Action Item</b>	<b>Who</b>	<b>Expected Completion</b>	<b>Actual Completion</b>
	not get an FSMO application to complete their accreditation.			
151	Update SOPs 5-103 and 5-106 with information from 11-17-14 meeting.	Justin	Prior to Dec meeting.	
152	Prepare document for review that may go to the TNI Board regarding Stakeholder Groups.	Justin Ilona	Prior to Dec meeting.	
153	Review documents coming from the FSMO Tools Subcommittee.	All	12/1/14	

**Attachment C**

**Backburner / Reminders – NEFAP Executive Committee**

	<b>Item</b>	<b>Meeting Reference</b>	<b>Comments</b>
4	Review Charter.	October 2014	
6	Evaluate how to handle adding additional ABs. Impact on committee size.	8-6-12	
9	Determine need for a policy or statement regarding the assessment of sampling.	4-22-13	