

NEFAP Executive Committee
Meeting Summary
April 10, 2015

1. Roll call:

Kim Watson, Chair, called the NEFAP Executive Committee meeting to order on April 10, 2015 at 11 am ET. Attendance is included in Attachment A. There were 9 committee members present. Associate Members present: Mike Miller and William Batschelet.

The meeting minutes were distributed by email. A motion was made by Lauren to approve the March 30, 2015 meeting minutes as written. Jack seconded the motion and it was unanimously approved.

2. SIR

Kim distributed a response to the committee. It has been determined it is not a SIR. Ilona will write a formal response to the inquirer to close this out based on Kim's response.

The SIR was originally sent to NELAP, but Lynn thought it was a NEFAP SIR and suggested he send it to us. It is not a NEFAP SIR and Jerry Parr already responded to the concern.

When Ilona writes the letter she will add:

The standard does not override specific program requirements (e.g. DW manual). If another program is stricter, the FSMO or lab is expected to follow the more stringent requirements.

3. Nomination Committee

Ilona expressed her concern that she has not seen any nominations. The nomination period will be extended at least two weeks while people follow-up with possible candidates. Tracy and Kim have some ideas and Ilona will follow-up with Harry. Jack is willing to apply for another term if more candidates are not found. Mike Miller may also consider applying if Ilona can send him a link to the application.

Ilona will send William a request to add the extension of time to the posting.

4. Marketing and Advocacy

The brochure is complete and is now being printed. Tracy and Lauren would like 100 brochures sent to them. Ilona will check with Keith and Doug. She will also check with Marlene once she gets them. Mike Miller needs to send Ilona an address so she can send him 30.

Kim will continue to pull the membership together for the Marketing and Advocacy Strategic Planning Subcommittee. The committee would like 5-7 members – preferably people that work with or could benefit from NEFAP. They do not have to be a NEFAP EC member. Tracy has volunteered to be a member and will talk to John Philips from Ford. Ilona will talk to Harry and send an email to Chevron.

5. Mobile Lab Subcommittee

The Mobile Lab Subcommittee will be meeting next Friday.

Paul reviewed the article Marlene drafted and Ilona sent Paul a message asking about one of his references. Ilona sent the corrections to Paul. The article should have referenced the NEFAP standard – not the NELAP standard.

Ilona forwarded the note from Paul to Marlene so the article could be corrected. Paul plans to send out a correction in the next LDEQ newsletter.

6. Next Call

SOPs will be discussed at the next call. Cheryl is updating an SOP and Ilona will have an update from the Policy Committee reviews of our current SOPs.

The Recognition Committee comments will be looked at the next meeting.

Next meeting will be May 8th at 11am Eastern.

7. New Business

None.

8. Next Meeting

The next meeting of the NEFAP Executive Committee will be May 8th at 11am Eastern.

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

The meeting was adjourned at 11:59 pm EST. (Motion: Paul Second: Jack Unanimously approved.)

Attachment A

**Participants
TNI NEFAP Executive Committee**

Members	Affiliation	Balance	Contact Information	
Kim Watson (2017) (Chair) Present	Stone Environmental Inc	FSMO	(802)229-2196	kwatson@stone-env.com
Keith Greenaway (AB) (Vice-Chair) Absent	ACLASS	AB	(703)836-0025	keith.greenaway@aclasscorp.com
Calista Daigle (2016) Present	Dade Moeller	FSMO	(225)485-2007	calista.daigle@gmail.com calista.daigle@moellerinc.com
Troy Burrows (2017*) Absent	STAC (Golden Specialty, Inc.)	AB	(281) 984-7021	TBurrows@goldenspecialty.com
John Moorman (2015*) Absent	Water Quality Monitoring Division, South Florida Water Mang District	FSMO	(561)753-2400 x4654	jmoorma@sfwmd.gov
Cheryl Morton (2015*) Present - Geneva	AIHA	AB	703-846-0789	cmorton@aiha.org
Doug Leonard (AB) Absent	LAB	AB	260-637-2705	dleonard@l-a-b.com
Nilda Cox (2016*) Absent	Eurofins Eaton Analytical Inc	Other	626-318-8517	nildacox@eurofinsus.com
Doug Berg (AB) Present - Tracy	PJ Laboratory Accreditation, Inc.	AB	(248)709-0096	dberg@pjlabs.com douglasberg@gmail.com
Paul Bergeron (2016*) Present	LELAP	AB	225-219-3185	Paul.bergeron@la.gov
Carl Kircher (2016*) Present at 11:30am	Florida DOH	AB	904-791-1574	Carl_kircher@doh.state.fl.us
Lauren Smith (AB) Present	A2LA	AB	(301)644 3216	lsmith@a2la.org
Seb Gillette (2015*) Absent	DOD	Other	(210) 395-8434	john.gillette.1@us.af.mil
Justin. Brown (2015*) Present	EMT	FSMO	(847)324 3350	jbrown@emt.com
Jack Farrell (2015*) Present	AEX	Other	(407)331-5040	aex@ix.netcom.com
Ilona Taunton (Program Administrator) Present	The NELAC Institute		(828)712-9242	tauntoni@msn.com

Attachment B
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 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. 4/10/15: Kim will add to next 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, Mike, Paul and Marlene.	Active	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	
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	No longer needed. Work on Scope is already happening.
124	Send Presentation slides to committee members for review and comment. The slides will be used for future presentations	John	10/15/13	4/10/15: Kim will follow-up on this.

	Action Item	Who	Expected Completion	Actual Completion
	about NEFAP.			
135	Add Mobile Lab issue to charter.	Kim	3/15/14	No longer needed. New charter will be prepared.
158	Review new FSMO Tool documents for issues with “should”, “shall”, confirm that additional requirements are not being imposed and look for possible AB conflicts.	Doug Leonard	3/5/15	
159	Review how new members are added to the Recognition Committee and find what the 4 year renewal date is.	Ilona	4/30/15	
160	Receive additional recommendations from the Recognition Committee. Process recommendations.	All	2/19/15	4/10/15: May meeting.
162	Complete brochure and get to TNI to prepare for printing.	Ilona	4/10/15	Complete
163	Prepare SIR response.	Kim	4/10/15	Complete
164	Review White Paper.	Kim Justin	4/30/15	
165	Contact candidates for NEFAP EC membership.	All	4/10/15	Ongoing
166	Place order for NEFAP Brochures.	Ilona	4/15/15	Complete
167	Forward Calista’s nomination to the Policy Committee.	Ilona	4/3/15	Complete
168	Follow-up on invitations for NEFAP EC and Marketing/Advocacy Strategy Subcommittee.	Kim, Tracy, Nilda, Ilona	5/1/15	
169	Prepare final response to SIR and send.	Ilona	5/8/15	
170	Check on brochure needs and begin distributing.	Ilona	5/8/15	

Attachment C

Backburner / Reminders – NEFAP Executive Committee

	Item	Meeting Reference	Comments
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	