

**NEFAP Executive Committee**  
**Meeting Summary**  
**April 22, 2013**

1. Roll call:

Vice-Chair Keith Greenaway called the NEFAP Executive Committee meeting to order on April 22, 2013 at 12:30 EST. Attendance is included in Attachment A. There were 8 committee members present. Associate members Present: William Batschelet, Mike Miller, Andora Nguyen (alternate) and Bill Hirt (alternate).

The minutes from the January meeting in Denver and the last meeting on March 28, 2013 were reviewed. Justin made a motion to approve both sets of minutes and the motion was seconded by Doug Leonard. There was no discussion. The minutes were unanimously approved.

2. Charter

Iлона sent an e-mail earlier in the day with information about the TNI update to charters and a copy of the current charter with some comments from Jerry Parr. The charters will include some additional information such as term expiration, balance, subcommittees and budget. The mission is tied to the Bylaws and the Objectives are tied to the TNI strategic plan. Kim and Iлона will review our current charter and compare it to the new version to see if any changes need to be made. A redline strike through version will be forwarded to the committee and it will be discussed at the next meeting.

3. Recognition Subcommittee

Marlene submitted a letter with recommendations to the committee (Attachment B). These recommendations are based on the Evaluation SOP finalized in August 2012.

A subcommittee is being formed to update the Evaluation SOP - Marlene, Carl, and Justin. Justin will go through previous minutes and compile a list of additional recommended changes noted.

Doug Leonard's flow chart was not done for the SOP, but it will be looked at to determine if it would be helpful.

The subcommittee will provide a DRAFT update by e-mail to the committee by next week. The committee is asked to provide comments by e-mail.

Nilda asked about copies of the 17011 and 19000 ISO standards. Marlene noted they are referenced, but not used directly in the standard.

#### 4. Mobile Lab and NELAP Issues

The subcommittee worked on the questionnaire and an updated copy was distributed to the committee over the weekend. Mike described changes between the version in Attachment B of the March 28<sup>th</sup> minutes and the new copy sent.

Nilda asked if the management system is included in the questionnaire. Mike noted that the questionnaire contains questions of interest to help the subcommittee with its task. Individual requirements are within the question about what standard they are using. This would cover management systems.

The final format of the questionnaire will be finalized by the subcommittee and sent to Ilona for distribution.

#### 5. Advocacy

Justin got a call from JoAnn Boyd. She submitted an abstract to the Louisiana conference last week and is frustrated with our process of making sure we have someone at the meetings where abstracts are accepted. Tracy did the Thursday presentation in Louisiana on general NEFAP process. The Friday presentation was supposed to be more technical. A few people had tried to get information about the conference, but never heard back from the conference planner.

#### 6. Standards Development Review

Justin described the modified process of developing a standard. SOP 2-100 is being revised to include the changes.

We currently have a modified voting draft standard. It will be published on the TNI website with all comments and responses after the FAC meeting on Wednesday. After posting, a committee member has 15 days to change their vote. If it passes it will become the Interim Standard. FAC expects to have an Interim Standard in the next 3 weeks. The other stakeholder committee is NEFAP EC. The EC will have 30 days to provide recommendations and comments. It then goes back to FAC. If anything needs to be changed it will be changed and the FAC will vote again before the standard is finalized.

#### 7. New Business

Marlene is spending time with FSMOs. They have told her they are being asked about their testing, but not sampling aspects during their assessments. She is concerned about planning and actual sampling. Section 5.7 of the standard is a weak section for both the FSMOs and the AB assessment. Keith noted that this might be a situation where the ABs

need to be sure they are consistently assessing it. A policy document or something similar may be needed. This will be discussed further at an upcoming meeting.

#### 8. Next Meeting

The next meeting of the NEFAP Executive Committee will be by teleconference. Kim will pick some dates and plan the meeting by e-mail. Members expressed that May 14, 15, 3, 17 and 31 are not good dates for a meeting.

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

The meeting was adjourned at 1:50pm EST. (Motion: Calista Second:John Unanimously approved.)

## Attachment A

### Participants TNI NEFAP Executive Committee

Members	Affiliation	Balance	Contact Information	
Kim Watson (Chair) <b>Present</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>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>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>
Scott Evans  <b>Absent</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>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>Absent</b>	LELAP	AB	225-219-3247	<a href="mailto:Paul.bergeron@la.gov">Paul.bergeron@la.gov</a>
Carl Kircher  <b>Present</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</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	<a href="mailto:john.gillette.1@us.af.mil">john.gillette.1@us.af.mil</a>
Justin B. Brown  <b>Present</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

From Marlene Moore – Chair of NEFAP Recognition Subcommittee:

To: NEFAP Executive Committee

From: Recognition Subcommittee Members

Date: April 16, 2013 (Final)

Subject: Recognition Subcommittee Report

The Recognition Subcommittee completed its first review of the process for fully recognizing an accreditation body.

As stated in the Evaluation SOP 5-105:

*Recognition Subcommittee Members are assigned the following tasks:*

*Review the Evaluation Team observations and objective evidence on the Evaluation Performed of the designated AB*

*Provide a Decision on the Recognition of the AB for conformance to the TNI NEFAP requirements*

*Submit a letter on the decision to the AB, EC, Executive Committee and TNI Board of Directors.*

The letter on the decision was submitted to the NEFAP EC in January 2013 and accepted. During the process several items in the SOP were not complete or require updating. The following presents information for consideration of updating to the NEFAP SOP 5-105, as well as observations and recommendations for process improvements.

1. Document/record control
  - a. As the evaluation process moves from document review through witness evaluation to final review by the evaluation team, the checklist and completeness documents are updated. The recognition subcommittee members must receive the final documents as listed on the completeness checklist. The Evaluation Coordinator must ensure the committee members receive the same copies of the documents. Section 5.6 in SOP5-105 need to be updated to include this as a responsibility of the Evaluation Coordinator.
2. Information needed for review of completeness and not listed in the SOP 5-105 section 6.11.
  - a. Evaluation Checklist with objective evidence observed of conformance or nonconformance to the TNI volume 2 requirements.
  - b. Qualifications (resume, training, etc.) of the evaluation team to ensure SOP 5-105 requirements were met.
  - c. ILAC information
  - d. Completeness checklist,
  - e. Application information with attachments
3. SOP examples

- a. The recognition letter requires updating for consistency with the procedure. The letter in the SOP is from the Executive Committee and not from the Recognition Subcommittee
- b. The checklist of materials to be sent to the recognition subcommittee should be considered for inclusion in the SOP

Items Used in Review:

NEFAP Accredited Body Application

NEFAP App Completeness Checklist

Documentation Review Report

Preliminary recognition Letter

NEFAP AB Evaluation Checklist Review

On-site Assessment FSMO Eval Report

FSMO Example Certificate

Recommendation Letter

Evaluator resumes

COI Letters

Evaluator Training Record

ILAC Peer Evaluator Final Report, if applicable

MRA Resolution, if applicable

**Attachment C**  
**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 moth	Doug L.	4/22/13	1/14/13: Ilona sent information to Doug regarding the action item. 3/28/13: He is working on it and will have it available during the April meeting.
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.
110	Complete DRAFT Training SOP for EC review.	Scott, Lauren, Ilona	3/31/13	
112	Evaluation SOP needs to be updated. Ilona will distribute the SOP for all to review and comment on.	All	April Meeting	Complete
113	Justin will review the new CSDP SOP on the standard development process.	Justin	April Meeting	Complete
114	Update Charter with new members and send to Ilona.	Kim	4/1/13	
115	Review old charter vs. new format and provide any needed changes to the committee via e-mail.	Kim Ilona	5/15/13	

	<b>Action Item</b>	<b>Who</b>	<b>Expected Completion</b>	<b>Actual Completion</b>
116	Update Evaluation SOP and distribute to committee.	Marlene Carl Justin	5/2/13	
117				

## Attachment D

### Backburner / Reminders – NEFAP Executive Committee

	<b>Item</b>	<b>Meeting Reference</b>	<b>Comments</b>
4	Review Charter.	October 2013	
6	Evaluate how to handle adding additional ABs. Impact on committee size.	8-6-12	Next meeting
7	Evaluate overlap issue with NELAP and DoD ELAP regarding mobile labs.	8-6-12	Part of Mobile Lab Subcommittee work. Delete
8	Nomination SOP needs to be updated.	3-28-13	
9	Determine need for a policy or statement regarding the assessment of sampling.	4-22-13	