

**NEFAP Executive Committee**  
**Meeting Summary**  
**May 26, 2011**

1. Roll call and approval of minutes:

Chair Marlene Moore called the NEFAP Executive Committee meeting to order on May 26, 2011 at 1:00pm EST. The Executive Committee did not meet in March or April. Attendance is included in Attachment A. There were 11 committee members present at the meeting. Doug Leonard was also present on the call.

2. Update

- Still waiting for evaluator information to send final letter to the 4 AB applicants. They have received a status e-mail.
- Tracy asked if the on-line training is something that can be started and stopped. Tracy will let Doug know to try it.
- Need to get document reviews done by the evaluators. Marlene would like to see document review and preliminary letters of acceptance complete before the Bellevue meeting in mid August.
- Mike asked if the Technical Evaluators needed ISO training. The lead evaluators need the ISO training, but the technical evaluators do not.
- The Lead PT Subcommittee has moved forward with the PT for soils and paint chips. The table has been forwarded to the PT Executive Committee. Eric noted that the subcommittee has some questions and this may delay the PT Executive committee vote.
- Seb completed a nomination form for FAC, but Marlene will be talking to him about joining the NEFAP Executive Committee instead. Marlene also got a recommendation for someone from Florida. There will be some liaisons between NEFAP and FAC, but there should not be too much overlap. Both committees will be very busy.
- The nomination committee is still being put into place and the voting process still needs to be put in place. The original June target for a new Executive Committee needs to be extended.
- FAC is working on a training review process through a subcommittee. Executive Committee members should pass along any ideas for needed courses to Marlene or

Ilona for forwarding to the subcommittee. Dane and Virginia are heading up this subcommittee.

### 3. Scope of Accreditation

It was difficult to put together the technical participants on the evaluation teams because there is not enough specific information in the AB scopes to know who has the appropriate background. The technical person selected to review the application may be appropriate for the review, but may not be appropriate for the witnessing.

Keith commented that the management system is what is being evaluated in the document review – so why is a technical expert needed in this phase?

Doug commented that in his experience the lead evaluator does the document review. The lead evaluator then determines the needed technical competency of the evaluator for the witnessing.

Marlene was concerned that some of the lead evaluators do not have as much experience with the standard and thought the technical evaluators could be of help. The committee expressed that they would prefer that the document review be done by the lead assessor, but they can depend on a technical assessor if a question comes up about the standard requirements.

Does the lead need to go out on the assessment? The technical assessor is not a 17011 trained individual, but they will have evaluator training.

Randy noted that there needs to be a lot of communication between the lead and the technical evaluator, but it should not be necessary for the lead evaluator to be on-site for the witnessing. They would need to be available for questions. The subcommittee was in agreement.

### 4. Action Items

See Action Table – Attachment B.

### 5. New Business

- Mike raised an issue on PTs, but it will be discussed at the FAC meeting.
- Ilona distributed a DRAFT copy of the NEFAP SIR SOP at the January 6<sup>th</sup> meeting. Committee members need to review this SOP and be prepared for review and comment at the next meeting.

## 6. Next Meeting

The next meeting of the NEFAP Executive Committee is planned for June 27<sup>th</sup> at 1pm EST.

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

A motion was made by Mike and seconded by Dane to adjourn the meeting. It was unanimously approved.

The meeting was adjourned at 2:30pm EST.

## Attachment A

### Participants TNI NEFAP Board

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>	ACCLASS	AB	(703)836-0025	<a href="mailto:keith.greenaway@aclasscorp.com">keith.greenaway@aclasscorp.com</a>
Dane Wren <b>Present</b>	Wren Engineering, P.A.	FSMO	(407)833-0061	<a href="mailto:dwren47@aol.com">dwren47@aol.com</a>
Calista Daigle <b>Present – Leaving Early</b>	Shaw Environmental & Infrastructure Group	FSMO	(225)987-7291 Cell: (225)485- 2007	<a href="mailto:calista.daigle@shawgrp.com">calista.daigle@shawgrp.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>
Jan Wilson <b>Present</b>	CAMMIA Environmental	Other	(360)904-8416	<a href="mailto:WQL@aol.com">WQL@aol.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:douglasberg@gmail.com">douglasberg@gmail.com</a>
Kim Watson <b>Present – Leaving early.</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:mwmillerenviron@yahoo.com">mwmillerenviron@yahoo.com</a>
Brian Conner <b>Randy - Present</b>	A2LA	AB	(301)644 3216	<a href="mailto:bconner@a2la.org">bconner@a2la.org</a>
Michelle Henderson <b>Absent</b>	USEPA	Other	(513)569-7353	<a href="mailto:Henderson.Michelle@epamail.epa.gov">Henderson.Michelle@epamail.epa.gov</a>
Justin B. Brown <b>Present</b>	EMT	FSMO	(847)324 3350	<a href="mailto:jbrown@emt.com">jbrown@emt.com</a>
Ilona Taunton (Program Administrator) <b>Present</b>	The NELAC Institute		(828)712-9242	<a href="mailto:ilona.taunton@nelac-institute.org">ilona.taunton@nelac-institute.org</a>

## Attachment B

### Action Items – NEFAP Board

	<b>Action Item</b>	<b>Who</b>	<b>Expected Completion</b>	<b>Actual Completion</b>
27	Forward FSMO names to Ilona.	Justin	5/3/10	Still need this information.
39	Give Alternate name to Ilona.	All	9/30/10	Ongoing
44	Start FAQs for Application.	Calista	10/4/10	Moved responsibility for action item to Calista. Take a look at inconsistencies in responses in application.
45	Send out Voting SOP for review and comment for a possible update.	Ilona	6/27/11	
49	Update FSMO checklist based on Jan's changes.	Kim	Savannah	In Progress
52	Prepare an AB Evaluation Flowchart.	Keith	Savannah	In Progress
60	Review DRAFT NEFAP SIR SOP	All	Next Meeting	
61	Work on Contract with ABs.	Marlene	Next Meeting	
62	Set-up voting process for Nominating Committee.	Jan / Marlene	June 2011	
63	Consider need to formally adopt Vol 3 and Vol 4 – PT Provider and PTPA standards.	All	Next Meeting	

**Attachment C**

**Backburner / Reminders – NEFAP Board**

	<b>Item</b>	<b>Meeting Reference</b>	<b>Comments</b>
1	Establish Stack Testers Subcommittee	2-18-10	
2	Develop procedure for electronic voting for new NEFAP Executive Committee members.	3-18-10	
3	Does something need to be dictated as to how the AB's prepare the scopes for the FSMOs?	5-24-10	
4	Review Charter.	October 2011	