

**NEFAP Executive Committee
Meeting Summary
June 12, 2013**

1. Roll call:

Chair Kim Watson called the NEFAP Executive Committee meeting to order on June 12, 2013 at 2:30 EST. Attendance is included in Attachment A. There were 11 committee members present. Associate members present: Mike Miller.

The minutes from the April 22nd meeting were reviewed. Calista made a motion to approve the minutes and the motion was seconded by Jack. There was no discussion. The minutes were unanimously approved.

2. Mobile Laboratory

The questionnaire will be going out this week. Paul will distribute further when he gets it.

Ilona will collect the surveys and then the committee will determine how to summarize the results.

3. Advocacy

Kim spoke to a group in Oregon about NEFAP. Oregon is looking at incorporating the NEFAP standard into their regulations.

Marlene is completing a presentation for FSMOs.

The Advocacy summary is now in Attachment B of the FAC minutes. Their minutes can be found on the website. This will be in place until we have the website page functional for advocacy.

4. AB Evaluation

Kim noted that it would be helpful if information about the Scope of Accreditation could be added to the standard. She feels more guidance is needed. Previously the EC did not want to address this because of the number of FSMO specialties. Most committee members thought this would be a complex effort.

Scott emphasized that the sampling process is very elaborate for his industry. He wants to make sure that ABs are not defining the scope by method and analyte.

Kim added that we accredit to the FSMO's SOP. There are also differences from state to state. This makes it difficult as an evaluator to understand what should be on the Scope. Jack focused in on the comment about matrix and technique and asked if this is a way to organize this by method and even analyte.

Doug L. is looking at matrix, technology and probably analyte. This is in conflict with Scott's comment. Scott feels the ABs should have the flexibility on how they set-up scope to address the needs of their FSMOs. Lauren and Calista reminded everyone that there was some language discussed to address this in the past. This language will be looked for. The standard needs to be looked at too for the exact language that addresses scope of accreditation and Lauren for forward on to Kim.

Jack commented that there needs to be some consistency in Scope between the ABs. Scott noted that we are accrediting a Management/Quality System and the details on method should not be necessary in a Scope. Doug L. agreed with Jack that technology should be included.

Doug L. commented that ISO 17025 requires that the lab have proof of proficiency of everything they do. Doug feels that this can only be done with detail to methods. Scott disagreed and noted that proficiency can be shown showing that the lab is following their management/quality system.

In order to capture everyone's comments and concerns, Kim will prepare a question e-mail to get feedback from everyone on how they think the scope of accreditation should read. There are members missing today that will have good input too and recall previous discussions on guidance for scope of accreditation for the ABs. Kim is looking for some consistency between the ABs on how scopes of accreditation are presented. For example: matrix-water, Technology/Procedure: SOP WWW- groundwater sampling – bailer, pumps, etc. She will compile the responses before the next meeting and put something together to have a more focused discussion.

5. SOPs.

Marlene is still working on the update to the Evaluation SOP.

The Nominating SOP comments were received from the Policy Committee and distributed to the committee. Time will need to be scheduled to look at these and begin an update of this SOP.

6. Charter

Kim and Ilona have not met yet to review the new format and prepare a DRAFT for the committee. They will plan a date and try to do this review through e-mail.

7. Recognition Subcommittee

The Recognition Subcommittee has been in communication with the AB Evaluation Team. The Evaluation Team is working on their final report. Ilona has already compiled the support material the subcommittee needs to review and has forwarded this to Marlene (chair).

8. New Business

- Jack would like to spend some time looking at putting a plan together to address how to get more FSMOs applying. Members commented that lack of a regulatory driver is part of the issue and costs; therefore, typically the NEFAP is coupled with another accreditation such as DOD ELAP ISO 17025 or just ISO17025. Jack would like to support the ABs and look at ways to help them market the program. FAC is working on a FSMO Tools Subcommittee.
- NEFAP can expect to receive a copy of the updated standard for their review and comment before the end of June. We will then have 30 days to comment. This review will take up the majority of the next meeting.

9. Next Meeting

The next meeting of the NEFAP Executive Committee will be planned by e-mail. A desire was expressed to have the next meeting around July 10th so there is sufficient time to review and comment on the standard.

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

The meeting was adjourned at 3:35pm EST. (Motion: Calista Second: John Unanimously approved.)

Attachment A

Participants TNI NEFAP Executive Committee

Members	Affiliation	Balance	Contact Information	
Kim Watson (Chair) Present	Stone Environmental Inc	FSMO	(802)229-2196	kwatson@stone-env.com
Keith Greenaway (Vice-Chair) Absent	ACLASS	AB	(703)836-0025	keith.greenaway@aclasscorp.com
Dane Wren Absent	Wren Engineering, P.A.	FSMO	(407)833-0061	dwren47@aol.com
Calista Daigle Present	Dade Moeller	FSMO	(225)485-2007	calista.daigle@gmail.com calista.daigle@moellerinc.com
Scott Evans Present	Clean Air Engineering	AB	847-654-4569	sevans@cleanair.com
John Moorman Absent	Water Quality Monitoring Division, South Florida Water Mang District	FSMO	(561)753-2400 x4654	jmoorma@sfwmd.gov
Cheryl Morton Present	AIHA	AB	703-846-0789	cmorton@aiha.org
Doug Leonard Present	LAB	AB	260-637-2705	dleonard@l-a-b.com
Nilda Cox Present	Eurofins Eaton Analytical Inc	Other	626-318-8517	nildacox@eurofinsus.com
Doug Berg Absent	PJ Laboratory Accreditation, Inc.	AB	(248)709-0096	dberg@pjlabs.com douglaslberg@gmail.com
Paul Bergeron Present	LELAP	AB	225-219-3247	Paul.bergeron@la.gov
Carl Kircher Present	Florida DOH	AB	904-791-1574	Carl_kircher@doh.state.fl.us
Lauren Smith Present	A2LA	AB	(301)644 3216	lsmith@a2la.org
Seb Gillette Present	DOD	Other	(210) 395-8434	john.gillette.1@us.af.mil
Justin B. Brown Absent	EMT	FSMO	(847)324 3350	jbrown@emt.com
Jack Farrell Present	AEX	Other	(407)331-5040	aex@ix.netcom.com

Members	Affiliation	Balance	Contact Information	
Ilona Taunton <i>(Program Administrator)</i> 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 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. 4/22/13: It has been distributed and needs to be put on agenda for review.
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.
110	Complete DRAFT Training SOP for EC review.	Scott, Lauren, Ilona	3/31/13	
114	Update Charter with new members and send to Ilona.	Kim	4/1/13	Complete
115	Review old charter vs. new format and provide any needed changes to the committee via e-mail.	Kim Ilona	6/30/13	
116	Update Evaluation SOP and distribute to committee.	Marlene Carl Justin	5/2/13	6/12/13: Still in progress.

	Action Item	Who	Expected Completion	Actual Completion
117	Send out question regarding Scopes to get e-mail input and further discussion started on 6/12/13.	Kim	6/19/13	
118	Look for copy of Interim DRAFT standard towards end of June to review for next meeting.	All	7/10/13	

Attachment C

Backburner / Reminders – NEFAP Executive Committee

	Item	Meeting Reference	Comments
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	6-12-13: Comments have been received from the Policy Committee that need to be addressed.
9	Determine need for a policy or statement regarding the assessment of sampling.	4-22-13	