

**NEFAP Executive Committee
Meeting Summary
June 14, 2012**

1. Roll call:

Chair Marlene Moore called the NEFAP Executive Committee meeting to order on Thursday, June 14, 2012 at 1:00pm EST. Attendance is included in Attachment A. There were 10 committee members present. Jack Farrell has been added to Attachment A.

The previous meeting minutes will be reviewed and approved during the July meeting.

2. Voting SOP

Kim made the updates to the SOP.

Previously, there had to be a 2/3 vote to vote on a future agenda. The committee would like to be able to vote at the same meeting when an accreditation voting issue is brought up.

Section 6.3.3. Looks fine.

Kim will distribute the SOP to the committee members for a final review and possible vote during the July meeting.

Marlene had a few more changes that she plans to add during this comment period.

3. Evaluation SOP

Marlene sent out a copy of the SOP earlier in the week, but she has not gotten very many comments.

Keith noted that the Recognition Subcommittee should not be involved in process. Keith thinks the Coordinator needs to select the Evaluation Team based on a prequalified list approved by the Executive Committee.

Scope still needs to be clarified on the website to make it easier for an FSMO to select an AB.

Is there any issue with the Executive Committee selecting a pool of evaluators and technical evaluators?

It was commented that it may make sense that the team that approves the AB should be the same team that selects the pool of qualified candidates.

Keith commented that he cannot support the addition of NACLA to the SOP. Marlene clarified that NACLA and ILAC do the same training of evaluators. Keith is concerned about duplication and does not want to support the growth of NACLA. There was a discussion regarding the equivalency of the NACLA program. Marlene will pursue this discussion with Keith and Doug Leonard after the call.

Need to look at sections 5.2 and 6.2. Potential conflict and involves discussion in paragraph above.

4. FSMO Checklist (March 2012)

Iлона will resend the reviewed checklist to the committee.

5. FSMO Update

Marlene has been hearing from FSMOs that they are looking at submitting applications in the fall. They are currently working on implementing the standard.

Some FSMOs are asking if the ABs can present their program in DC. They want to get to know the FSMOs.

Marlene has also been told that some FSMOs have been calling ABs and being told they are not familiar with the program. The ABs should check into this.

Each AB needs to get their logo to Iлона if they want it put on the website.

6. Advocacy

Army Corps is planning to begin requesting and then requiring FSMO accreditation.

7. Action Items

See Attachment C for comments and updates.

8. New Business

- Looking at possible dinner in DC on Sunday eve.

9. Next Meeting

The next meeting of the NEFAP Executive Committee will be by conference call on July 19, 2012 at 2pm EST.

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

The meeting was adjourned at 3:20 pm EST. (Motion: Keith Second: Kim Unanimously approved.)

Attachment A

Participants TNI NEFAP Executive Committee

| Members | Affiliation | Balance | Contact Information | |
|--|---|---------|--|--|
| Marlene Moore (Chair) Present | Advanced Systems, Inc | Other | (302)368-1211 | mmoore@advancedsys.com |
| Keith Greenaway (Vice-Chair) Present - Geneva | 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 | Shaw Environmental & Infrastructure Group | FSMO | (225)987-7291 Cell: (225)485- 2007 | calista.daigle@gmail.com |
| Scott Evans Absent | 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 Absent | AIHA | AB | 703-846-0789 | cmorton@aiha.org |
| Doug Leonard Present | LAB | AB | | dleonard@l-a-b.com |
| Jan Wilson Present | CAMMIA Environmental | Other | (360)904-8416 | WQL@aol.com |
| Doug Berg Present | PJ Laboratory Accreditation, Inc. | AB | (248)709-0096 | dberg@pjlabs.com douglaslberg@gmail.com |
| Kim Watson Present | Stone Environmental Inc | FSMO | (802)229-4541 | kwatson@stone-env.com |
| Michael Miller Present | Consultant | Other | (908)233-9624 | mwmillerenviron@juno.com |
| Lauren Smith Absent | 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 Present | EMT | FSMO | (847)324 3350 | jbrown@emt.com |
| Jack Farrell Absent | 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

Advocacy Summary – DRAFT

| Event | Organization | Type of Presentation | Accepted | Event Dates | Who |
|--|---|-----------------------------|-----------------|------------------------------|--------------------------------------|
| 2009 Midwest Groundwater Conference | Midwest Groundwater Association | Poster | Yes | October 15th, 2009 | Justin |
| 2010 Groundwater Summit | National Groundwater Association | Speaking | Yes | April 13th, 2010 | Justin |
| 2010 EMDQ | Department of Defense | Speaking | Yes | April 15th, 2010 | Justin |
| 26th Annual International Conference on Soils, Sediments, Water, and Energy | AEHS Foundation, Inc. | Poster | Yes | October 18-21, 2010 | Declined - (no one to set up poster) |
| 20th Annual Quality Assurance Conference | Environmental Protection Agency | Speaking | Yes | October 20th, 2010 | Jo Ann |
| 2010 PNCWA Annual Conference | Pacific Northwest Clean Water Association | Speaking | Yes | October 26th, 2010 | Keith Chapman |
| 2010 Northwest Environmental Conference | NWEC | Speaking | Yes | December 6-7, 2010 | Scott C Hoatson |
| Stationary Source Sampling and Analysis for Air Pollutants XXXV Conference | SSAAP | Speaking | Yes | March 20th - 25th, 2011 | Scott |
| 2011 Winter Expo | Midwest Water Analysts Association | Speaking | Yes | January 28th, 2011 | Justin |
| Battelle for the International Conference on Remediation of Contaminated Sediments | Battelle | Poster | Yes | February 7-10, 2011 | Poster Set up |
| 2011 WATERCON | American Water Works Association | Speaking | Yes | March 21st - 24th, 2011 | Justin |
| 2011 EMDQ | Department of Defense | Speaking | Submitted | March 28th - April 1st, 2011 | Justin |
| 2011 ASQ Energy and Environment | ASQ | Speaking | Yes | | Randy Querry |

| Event | Organization | Type of Presentation | Accepted | Event Dates | Who |
|--|--|-----------------------------|-----------------|-------------------------|--------------------------|
| 2011 Annual EPA Quality Assurance Conference Conference (Austin, TX) | Environmental Protection Agency | Speaking | Yes | 10/18/2011 | Jo Ann |
| 2011 MELSS | Midwest Environmental Laboratory Stakeholders | Speaking | Yes | 12/2-8/11 | Justin |
| 2012 ERCC | Environmental Regulatory and Compliance Conference | Speaking | Yes | | Calista |
| 2012 On-Site Testing Conference | Environmental Protection Agency | Speaking | Yes | January 23rd-25th, 2012 | Lauren Hendrick |
| 2012 EMDQ | Department of Defense | Speaking | Submitted | Mar-12 | Justin |
| 2012 Source Evaluation Society - Annual Conference, Austin Tx | Stack Testing Accreditation Society (STAC) | Speaking | Yes | 7-Mar-12 | Maggie Cangro |
| 2012 TCEQ Environmental Trade Fair and Conference (Austin, TX) | Texas Commission for Environmental Quality (TCEQ) | Speaking | Yes | 1-May-12 | Mike Shepard |
| 2012 Annual EPA Quality Assurance Conference Conference (Austin, TX) | Environmental Protection Agency | Speaking | Yes | 10/15/2011 | Jo Ann |
| 2012 Annual EPA Quality Assurance Conference Conference (Austin, TX) | PIANC USA/COPRI ASCE | Speaking | Submitted | 10/22-25/12 | Unsure (Jboyd submitted) |
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Attachment C
Action Items – NEFAP Executive Committee

| | Action Item | Who | Expected Completion | Actual Completion |
|----|---|------------|---|--|
| 27 | Forward FSMO names to Ilona. | Justin | 12/31/11 | Still need this information. New date. |
| 39 | Give Alternate name to Ilona. | All | 9/30/10 | Ongoing |
| 44 | Start FAQs for Application. | Calista | 12/31/11 4/5/12 | Take a look at inconsistencies in responses in application. Calista will be resending her e-mail request. Calista has now gotten a list of questions from Marlene. |
| 63 | Consider need to formally adopt Vol 3 and Vol 4 – PT Provider and PTPA standards. | All | Review at next meeting on 4/5/12. (Need to understand if we need to adopt this standard. Is the policy we previously wrote essentially an adoption.) | PT Policy was not approved by Policy Committee. FAC needs to determine if it is a TIA or an update in the standard. |
| 81 | Prepare NEFAP Timeline | Doug L. | May 2012 | |
| 84 | Define Recognition Council. | Doug L. | 6/12 | The outline has been completed. Needs to be added to SOP. |

| | Action Item | Who | Expected Completion | Actual Completion |
|----|--|-------------------|----------------------------|--|
| 88 | Review Attachment B and get comments to JoAnn Boyd and Justin. | All | 3-15-12 | Needs update from Justin. |
| 89 | Prepare a form to capture EC member conflicts of interest. | Marlene | 3-15-12 | Form sent April 5 th . Needs comment and then finalization. |
| 90 | Prepare conflicts of interest and forward to Ilona to prepare a summary. | All Ilona | 4-4-12 | Complete after #89 |
| 91 | Form recognition subcommittee June 2012 | All | June 2012 | |
| 92 | Meet to discuss training subcommittee processes. | Marlene Justin | June 2012 | |
| 93 | Distribute DRAFT voting SOP for comment. | Kim | July 2012 | |
| 94 | Distribute FSMO checklist. | Ilona | August 2012 | |
| 95 | Get logo to Ilona if AB wants it posted on TNI website. | ABs | July 2012 | |
| 96 | | | | |
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Attachment D

Backburner / Reminders – NEFAP Executive Committee

| | Item | Meeting Reference | Comments |
|---|--|--------------------------|-----------------|
| 2 | Develop procedure for electronic voting for new NEFAP Executive Committee members. | 3-18-10 | Complete |
| 4 | Review Charter. | October 2012 | |
| 6 | | | |
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