

**NEFAP Executive Committee
Meeting Summary
June 27, 2011**

1. Roll call and approval of minutes:

Chair Marlene Moore called the NEFAP Executive Committee meeting to order on June 27, 2011 at 1:00pm EST. Attendance is included in Attachment A. There were 7 committee members present at the meeting. Doug Leonard and Jason Stein were also present.

The May 26th meeting minutes were reviewed. A motion was made by Mike Miller and seconded by Jan. The minutes were unanimously approved.

2. Update

- The meeting date in Bellevue for the NEFAP Executive Committee has been changed to Wednesday afternoon at 1:30pm, August 17th. The FAC meeting will be Thursday afternoon on August 18th. Marlene is not sure whether a conference line will be available for the meeting. It will depend on the final agenda.
- Agenda topics should be sent to Marlene.
- Justin and Marlene were asked by EPA to put together an abstract for a 40 minute - 1 hour webinar training. It has to do with a small business initiative. The presentation will deal with how FSMOs may want to get into the environmental industry and how accreditation works and will help them. A dry run of this presentation will be done either during the NEFAP EC or FAC portion of the meeting in Bellevue.
- Evaluation Status: Letters will go out today to all the AB applicants regarding conflict of interest of evaluation teams. Marlene will be having a meeting with Lead Evaluators on July 7th. The Lead Evaluators plan to have document reviews done by August 1st. We may use e-mail to vote on ABs or the vote will occur in Bellevue. This will be a preliminary recognition and then witnessing will be able to occur as FSMO application begin to come in.
- Standard Interpretation Request #4 is being discussed in the FAC. It will be forwarded to EC members when finalized and discussed at the next meeting. EC members should also review the SIR SOP so that it can be finalized.
- The Voting SOP also needs to be updated. Marlene will follow-up with Kim on this issue.

- Keith prepared a flowchart for the Savannah meeting and provided an update through Marlene after the meeting. He did not receive any comments. Marlene will resend and ask for comments. If no comments are received, it will be finalized and posted on the website.
- Marlene is still working on the contract. She will distribute this to the committee for review. It is modeled after the contract used for the PTPAs.

3. Nominations for Executive Committee.

The nomination committee is still being put into place. Michelle, Cheryl and Brian are not planning to continue on the EC. Lauren is planning to step in for A2LA and Jan received her information. Some additional applications have been received through the TNI nomination process. A number of EC members have let Jan know they would like to continue on the committee. The nomination SOP does not address whether a new application needs to be completed by the current EC members for the formation of the new EC. Current EC members should contact Jan to confirm their continued interest.

We should be able to use a process similar to how voting for TNI Board members is done. It will go out to the entire membership.

Marlene will check with Cheryl to see if AIHA will continue to participate. Jan will contact Lauren to complete a nomination form.

Nominations will be left open for an additional 10 days.

4. FAQ for AB Applications

Calista will be helping with the technical review of the ABs. She will be developing an FAQ for the application process.

5. FSMO Checklist

Marlene asked if the changes have been made to the checklist based on the final change found by Jan. NEFAP will use a process similar to NELAP to confirm that anyone requesting a copy of the checklist will confirm they own a copy of ISO 17025 or the TNI standard. Mike will confirm that the change has been made to the checklist.

6. PTs

The NEFAP EC has never officially accepted the TNI PT procedures. Until the NEFAP standards are rewritten, we need a policy or statement that NEFAP will use the TNI process where PTs are available. The PT EC uses Volume 3 and 4 of the TNI Standard. Mike will confirm that Volume 3 and 4 do not include any information on frequency of

PTs. The EC discussed the issue of frequency and this will be addressed in the standard update the FAC is working on.

Will ABs require that FSMOs use PTs received from TNI recognized PT providers when available?

EC members wanted some time to review Volume 3 and 4 before a final decision is made.

7. Action Items

See Action Table – Attachment B.

8. New Business

None.

9. Next Meeting

The next meeting of the NEFAP Executive Committee will be planned for July 22nd 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 Doug to adjourn the meeting. It was unanimously approved. The meeting was adjourned at 2:10pm EST.

Attachment A

Participants TNI NEFAP Board

Members	Affiliation	Balance	Contact Information	
Marlene Moore (Chair) Present	Advanced Systems, Inc	Other	(302)368-1211	mmoore@advancedsys.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 Absent	Shaw Environmental & Infrastructure Group	FSMO	(225)987-7291 Cell: (225)485- 2007	calista.daigle@shawgrp.com
Scott Evans Present - Left at 2pm	Clean Air Engineering	AB	847-654-4569	sevans@cleanair.com
John Moorman Present – last part of meeting.	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
Jan Wilson Present	CAMMIA Environmental	Other	(360)904-8416	WQL@aol.com
Doug Berg Present	PJ Laboratory Accreditation, Inc.	AB	(248)709-0096	dberg@pilabs.com douglasberg@gmail.com
Kim Watson Absent	Stone Environmental Inc	FSMO	(802)229-4541	kwatson@stone-env.com
Michael Miller Present	Consultant	Other	(908)233-9624	mwmillerenviron@yahoo.com
Brian Conner Absent	A2LA	AB	(301)644 3216	bconner@a2la.org
Michelle Henderson Absent	USEPA	Other	(513)569-7353	Henderson.Michelle@epamail.epa.gov
Justin B. Brown Present	EMT	FSMO	(847)324 3350	jbrown@emt.com
Ilona Taunton (Program Administrator) Present	The NELAC Institute		(828)712-9242	ilona.taunton@nelac-institute.org

Attachment B

Action Items – NEFAP Board

	Action Item	Who	Expected Completion	Actual Completion
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.
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	
64	Contact Kim regarding Voting SOP update.	Marlene	Next Meeting	
65	EC members who want to continue on the EC should contact Jan to confirm their interest.	All	7-31-11	
66	Marlene will check with Cheryl to see if AIHA will continue to participate.	Marlene	7/22/11	
67	Jan will contact Lauren to complete a nomination form.	Jan	7/22/11	

	Action Item	Who	Expected Completion	Actual Completion
68	Review FSMO Checklist to ensure all changes have been made.	Mike	Next Meeting	

Attachment C

Backburner / Reminders – NEFAP Board

	Item	Meeting Reference	Comments
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	