

**NEFAP Executive Committee
Meeting Summary
July 15, 2013**

1. Roll call:

Chair Kim Watson called the NEFAP Executive Committee meeting to order on July 15, 2013 at 11am EST. Attendance is included in Attachment A. There were 11 committee members present. Associate members present: William Batschelet.

The minutes from the June 12th meeting were reviewed. Kim sent e-mail comments that were incorporated and re-sent to committee members. Paul made a motion to approve the minutes and the motion was seconded by Lauren. There was no discussion. The minutes were unanimously approved.

2. Mobile Laboratory

The survey did go out. Ilona received about 20 responses that she compiled into an Excel Spreadsheet and forwarded to Mike Miller and the subcommittee. The subcommittee now needs to meet to decide what the next steps are.

Kim would like to include information about the survey on the San Antonio agenda.

3. Advocacy

Justin and Marlene are being given the opportunity to join the State Assessor Forum call on July 22nd at 1pm. They will review the standard update process and the program in general.

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

4. San Antonio Agenda

Kim distributed a DRAFT agenda for the San Antonio meeting. She asked people to review it and send her comments and ideas by e-mail. The committee will meet at lunch on Wednesday to update any information for the meeting on Thursday.

5. Review of the NEFAP Standard

The new Interim standard was sent directly by Justin to each EC member on June 28, 2013. Everyone should have received both Volume 1 and Volume 2. The final steps in the review process include this committee's review and comment and then it goes to the Consensus Standards Development Program for a final review. They will ensure there are no conflicts with other TNI standards and policies. After this review is completed and there are no necessary changes, the standard will be finalized and it will become the effective standard. The NEFAP EC will then need to vote the standard into place for use by NEFAP and the ABs will go through an implementation process.

Any comments from the NEFAP EC are due by Monday, July 29th. Comments need to be collected from the NEFAP EC and voted on by this committee before they are forwarded. Justin confirmed this. The FAC will accept the comments and see if any changes are needed to the Standard.

Comments and Discussion on Standard:

- Kim noted that in the comments she received regarding the Scope discussion last month, no one wants to see a change in the standard related to this topic. Justin noted that the Scope section was deliberately left more generic in the standard due to the variety of FSMOs.

Justin and Kim suggested further conversation on this topic will help clarify what is needed and perhaps guidance can be prepared in the future.

Kim would like to take all the comments received the last couple of weeks regarding Scope and add them to the guidance document that Marlene Moore had prepared 2 years ago surrounding this topic.

- Justin said grammatical changes can be sent directly to him. These types of comments don't need to be formally submitted or voted on by the NEFAP EC.
- Nilda asked about Section 4.5.5 of Volume 1: "A competent subcontractor is one that, for example, complies with this TNI Standard for the work in question." She asked if the subcontractor has to comply with the TNI standard since the words "for example" are included. Doug Berg commented that this wording is similar to ISO language. He commented that the language has been used to cover situations where there is not an accredited source for what is needed. A hard requirement can cause issues.
- EC members can still review the standard and forward comments to Kim and Ilona through 7/22/13. If any comments are made by e-mail, they will be reviewed and voted on by e-mail or by calling a meeting for a vote. There were no comments made during the conference call that the committee thought needed to be forwarded to the FAC. There have also been no e-mail comments from missing members to date.
- Kim appreciated the changes in the standard that made it feel less like a lab document. The language is now geared towards field.

- Doug Berg motioned that comments be received through July 22nd on the Interim Standard and if comments are received they will be addressed through an e-mail vote after the committee considers any comments received. John seconded this motion.
- *Additional Note:* There were no comments made on the standard and there was no formal vote taken.

6. Scope

This will be further reviewed in San Antonio.

7. New Business

- John wants to be sure that committee SOP updates are further discussed in the future.
- Historically NEFAP has had their vote in March and committee membership change in April. There was some discussion to change this to December/January. Ilona will get Jerry's input on this.

8. Next Meeting

The next meeting of the NEFAP Executive Committee will be in San Antonio, TX.

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

The meeting was adjourned at 12:02pm EST. (Motion: John Second: Doug 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) Present	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	Dade Moeller	FSMO	(225)485-2007	calista.daigle@gmail.com calista.daigle@moellerinc.com
Scott Evans Absent	Clean Air Engineering	AB	847-654-4569	sevans@cleanair.com
John Moorman Present	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 Present	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 Absent	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 Present – 11:20am	EMT	FSMO	(847)324 3350	jbrown@emt.com
Jack Farrell Absent	AEX	Other	(407)331-5040	aex@ix.netcom.com
Ilona Taunton	The NELAC Institute		(828)712-9242	tauntoni@msn.com

Members	Affiliation	Balance	Contact Information	
<i>(Program Administrator)</i> Present				

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	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	
115	Review old charter vs. new format and provide any needed changes to the committee via e-mail.	Kim Ilona	10/31/13	
116	Update Evaluation SOP and distribute to committee.	Marlene Carl Justin	5/2/13	6/12/13: Still in progress. 7/15/13: Still in progress.
117	Send out question regarding Scopes to get e-mail input and further discussion started on 6/12/13.	Kim	6/19/13	Complete
118	Look for copy of Interim DRAFT standard towards end of June to review for next meeting.	All	7/10/13	Complete

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	