

**NEFAP Executive Committee**  
**Meeting Summary**  
**July 19, 2012**

1. Roll call:

Chair Marlene Moore called the NEFAP Executive Committee meeting to order on Thursday, July 19, 2012 at 1:00pm EST. Attendance is included in Attachment A. There were 12 committee members present.

The meeting minutes for April were reviewed. A motion was made by Mike and seconded by Jan. The motion was approved (Vote: For – 11 Against – 0 Abstain: 1 - Jack Farrell)

The meeting minutes for May were reviewed. A motion was made by Mike to approve the minutes. The motion was seconded by Lauren and it was approved (Vote: For – 9 Against – 0 Abstain: 3 - Jack Farrell, Dan Wren, Jan Wilson).

The meeting minutes for June were reviewed. Mike motioned to accept the minutes. The motion was seconded by Kim. The motion was approved (Vote: For – 11 Against – 0 Abstain: 1 – Jack Farrell).

2. Update

The website has been updated to include information regarding the preliminary ABs.

Marlene had a conversation with a state that is looking at accepting NEFAP accreditation in addition to their own state program. (Marlene will be talking with several states to determine any progress on the acceptance of NEFAP accreditation by state program offices.)

3. AB Approval

We are waiting for the report from the lead evaluator for the first complete AB evaluation. Jack asked if anyone else can help with the report, but it was determined that it needs to be completed by the lead evaluator due to conflict of interest issues. The lead evaluator would also be most familiar with the evaluation.

Issues were raised in regards to following the Evaluation SOP. The SOP is missing some details that the committee is now discussing. These items are being added to the update, but is it OK to reach agreements on conference calls and proceed as the SOP is being finalized?

One of the ABs is having an issue with an FSMO that needs to have their accreditation announced. It is being held up because the AB recognition process has not been completed. The report from the lead evaluator should have been complete after 30 days, but it is now past due.

EC members on the call would like to have the current version of the Evaluation SOP presented and be given the ability to vote on it.

Marlene suggested some language by e-mail that the AB can use until their final report is complete and they are officially recognized. The AB has followed the SOP. They are not sure they can issue a certificate to the FSMO. The process will be complete with the FSMO within the next 2 weeks.

Kim motioned that preliminary recognized ABs be allowed to accredit FSMOs to the TNI FSMO standard. The following language may be used: AB "NAME" has accredited an FSMO to the TNI FSMO standard. The AB "NAME" is preliminary recognized as a TNI AB. The motion was seconded by Calista.

Discussion:

Approving this motion would be helpful to PJLA.

Jack asked if there will still be an incentive for ABs to complete the process if this motion is approved. It was commented that they do have an incentive because the on-site needs to occur once an FSMO assessment is scheduled.

Vote: 10 - For 2 – Abstain 0 – Against

After the vote it was realized that this is an accreditation matter which must be voted on at the next meeting. A full quorum vote will be taken by e-mail or at the next meeting in Washington DC on August 6th. A motion and second will be requested by e-mail following this meeting.

#### 4. Evaluation SOP

Can we establish the Recognition Subcommittee while the Evaluation SOP is being finalized? There is still some concern that the Recognition Subcommittee is not needed. Marlene re-sent the information and asked the committee how they would like to proceed.

A motion was made by Mike to vote on this SOP for approval at the next meeting. The motion was seconded by Calista.

Discussion: Using the term NACLA will be controversial, so Marlene will be looking for some compromise language.

The motion was unanimously approved.

## 5. Voting SOP

On June 17, Marlene submitted an edited version of the SOP to the full committee. Comments were received from two members. Kim discussed the comments and no changes were needed to the draft submitted on June 17. Additional comments from Marlene on this version were included and are to be addressed by Ilona.

“ILONA: Section 6.3.7 - We have a procedure for electronic voting on SIR. However Does this really exist?

Also do we need to have this voting procedure in our procedure or is it covered in the SIR procedure??

ILONA: Section 9 - the references seem incomplete and need to ensure these are the correct numbers - Please edit -...’

Ilona commented that there were two changes needed – Initiating a vote should be removed from the General voting procedures and NEFAP does not use the electronic SIR voting process. It is managed through the normal meetings and this has been working.

Ilona will make the changes and distribute Version 7 of the SOP. She will also redistribute the DRAFT SIR SOP. These will be discussed and prepared for finalization in Washington, DC.

## 6. Action Items

See Attachment C for comments and updates.

## 7. New Business

Agenda for DC:

FSMO accreditation by preliminarily recognized AB

Voting SOP Vote

SIR SOP Vote

Evaluation SOP Vote

Recognition Subcommittee members needed

Slate proposed to date

Action items

New Business/Comments

Status of acceptance of the NEFAP program

Advocacy

## 8. Next Meeting

The next meeting of the NEFAP Executive Committee will be in Washington, DC at the Environmental Measurement Symposium on August 6, 2012.

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: Kim Second: Seb Unanimously approved.)

## Attachment A

### Participants TNI NEFAP Executive Committee

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 - Geneva</b>	ACLASS	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</b>	Shaw Environmental & Infrastructure Group	FSMO	(225)987-7291 Cell: (225)485- 2007	calista.daigle@gmail.com
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>Absent</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>
Doug Leonard  <b>Present</b>	LAB	AB		<a href="mailto:dleonard@l-a-b.com">dleonard@l-a-b.com</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:douglaslberg@gmail.com">douglaslberg@gmail.com</a>
Kim Watson  <b>Present</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:mwmillerenviro@juno.com">mwmillerenviro@juno.com</a>
Lauren Smith  <b>Present</b>	A2LA	AB	(301)644 3216	lsmith@a2la.org
Seb Gillette  <b>Present</b>	DOD	Other	(210) 395-8434	john.gillette.1@us.af.mil
Justin B. Brown  <b>Absent</b>	EMT	FSMO	(847)324 3350	<a href="mailto:jbrown@emt.com">jbrown@emt.com</a>
Jack Farrell  <b>Present</b>	AEX	Other	(407)331-5040	<a href="mailto:aex@ix.netcom.com">aex@ix.netcom.com</a>

<b>Members</b>	<b>Affiliation</b>	<b>Balance</b>	<b>Contact Information</b>	
Ilona Taunton <i>(Program Administrator)</i> <b>Present</b>	The NELAC Institute		(828)712-9242	<a href="mailto:tauntoni@msn.com">tauntoni@msn.com</a>

## Attachment B

### Advocacy Summary – DRAFT

<b>Event</b>	<b>Organization</b>	<b>Type of Presentation</b>	<b>Accepted</b>	<b>Event Dates</b>	<b>Who</b>
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

<b>Event</b>	<b>Organization</b>	<b>Type of Presentation</b>	<b>Accepted</b>	<b>Event Dates</b>	<b>Who</b>
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)



Attachment C  
**Action Items – NEFAP Executive Committee**

	<b>Action Item</b>	<b>Who</b>	<b>Expected Completion</b>	<b>Actual Completion</b>
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	<del>12/31/11</del> 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	
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 <sup>th</sup> . Needs comment and

	<b>Action Item</b>	<b>Who</b>	<b>Expected Completion</b>	<b>Actual Completion</b>
				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	Complete
94	Distribute FSMO checklist.	Ilona	August 2012	
95	Get logo to Ilona if AB wants it posted on TNI website.	ABs	July 2012	Complete
96	Follow-up with state interested in accepting NEFAP accreditation. Present in DC.	Marlene	August 6, 2012	
97	E-mail for full quorum vote to approve language for Preliminary ABs to use in approving FSMOs.	Ilona	July 21, 2012	
98	Send a copy of Voting SOP and SIR SOP to committee members to prepare for vote.	Ilona	July 21, 2012	

**Attachment D**

**Backburner / Reminders – NEFAP Executive Committee**

	<b>Item</b>	<b>Meeting Reference</b>	<b>Comments</b>
4	Review Charter.	October 2012	
6			