

**NEFAP Executive Committee
Meeting Summary
February 2, 2011**

1. Roll call and approval of minutes:

Chair Marlene Moore called the NEFAP Executive Committee meeting to order on February 2, 2011 at 10:30pm EST. Attendance is included in Attachment A. There were 10 committee members present at the meeting.

2. Document Changes

The AB Checklist is complete and will be distributed to the committee. Mike still needs to review Calista's changes.

Jan noticed that Standard still needed one more change (5.6.5.2). She will get the information to Ilona so that it can be forwarded to Jan W. for formatting. Once this is done the checklist will be complete and will be made available.

3. Charter

Marlene distributed a DRAFT copy of the committee's charter by e-mail. Scott moved that the charter be accepted. The motion was seconded by Mike and unanimously approved. Marlene will forward the approved charter to the CSDP.

4. Standards Interpretation Requests #2 and #3

SIR #2:

Volume	Volume 2: Accreditation Bodies
Section	7.11.3 Note
Describe the Problem:	Is there a requirement for an accreditation body to establish a 2 year cycle to re-accredit the FSMO. Are the options in ISO/IEC 17011 7.11.3 b) available for the accreditation body?
Response:	Volume 2 Section 7.11.3 does establish a requirement for a two year cycle for <i>re-qualification</i> if the accreditation is based on reassessments alone. The word "typically", in the note section of 7.11.3 in Volume 2, is used instead of "shall" or "must" and is thus not considered a requirement.

A motion was made by Mike to accept the response to SIR #2 (as shown above). The motion was seconded by Dane and unanimously approved. This will be posted to the website.

SIR #3:

Volume	Volume 2: Accreditation Bodies
Section	6.1.1.1
Describe the Problem:	<p>In regards to the 8/10 meeting minutes the requirement reads that the application must be completed within 9 months. This is in direct violation of ISO/IEC 17011. An application for accreditation is completed when accreditation is granted and it take at times 12 months to get accredited even without undue delays caused by the AB and/or the CAB (FSMO). An AB is required to have a policy in place to handle delays with assessments and make a judgment based upon action and/or non-action of the CAB. I do not read the requirement any other way. Section 6.1.1.1 states "... [an AB must] complete action on an application within nine (9) months from the time a completed application is first received from the FSMO. This time period shall not apply if delays are caused by the FSMO responses to the accreditation process, on-site assessment or proficiency testing requirements beyond the required time limits set forth in this standard."</p> <p>The second sentence which ties back to the first sentence talks about the entire accreditation process therefore this requirement means that from the time the application is received the FSMO must be accredited within 9 months unless delays are caused by the FSMO. As I already mentioned, it can take up to 12 months if not longer especially if follow-up visits are necessary to accredit a CAB and neither the AB or the CAB is causing any delays.</p>
Response:	<p>Section 6.1.1.1 and the reference to 9 months are additions to ISO/IEC 17011 language and provide a timeline for the completed process of the <i>application</i> and not accreditation. This is not in violation of ISO/IEC 17011 which identifies having <i>sufficient competent</i> personnel available. These are two different issues (completing action on an application versus completing accreditation). Accreditation may take longer.</p>

A motion was made by Mike to accept the response to SIR #3 (as shown above). The motion was seconded by Dane and unanimously approved. There was no discussion. The response will be posted on the TNI website.

5. Voting

The NELAP AC Voting SOP has been finalized. New information will be considered in an update to the NEFAP Executive Committee Voting SOP. Kim and Ilona will provide Draft language before the next meeting.

6. Field PT Subcommittee

Shawn Kassner: FoPT for Lead in Paint – mainly for XRF. The subcommittee is a very diverse group with lots of expertise. The subcommittee had to change one PTRL to help avoid confusion and one units issue is being worked on. The subcommittee is hoping to complete the work in March.

6. Flow Chart

The chart is intended to help people visualize the NEFAP AB Accreditation process (SOP 5-105). A few more details are needed and then it will be redistributed to the committee. (See slide in Attachment B.)

7. Action Items

- Marlene will be working on the contract for the ABs. Is there a need for another document between the ABs? No. There may still be an issue related to the States wanting to implement the NEFAP standard. Marlene will be recommending that the TNI Board form an AdHoc committee to evaluate this.

8. Discussion

Doug Leonard – Doug asked what the drivers for this accreditation are? Justin said the closer they are to launching the more momentum there is. There is verbal commitment that once it is launched ... they will start putting in their contracts the need for an accredited FSMO. There are already people in municipalities that are doing GAP analysis. EPA regional FSMOs are already seeking and getting accreditation.

A letter from Michael Shapiro (FEM Chair, Deputy Assistant Administrator) in November stated: Congratulations on ... the initial implementation of a voluntary program for the accreditation of Field Sampling and Measurement Organizations (FSMOs)!

Mark Mentec – How do you get this message out to engineering firms?

9. Timeline

See timeline slide in Attachment B.

March 22, 2011 – Assessor Training – just FSMO standard. It will include what TNI has added to ISO 17025. It will be a 6 hour training. It will include new assessors and FSMOs who want to use the training for internal audits.

February 14, 2011 – AB Evaluator training.

10. New Business

- Ilona distributed a DRAFT copy of the NEFAP SIR SOP at the January 6th meeting. Committee members need to review this SOP and be prepared for review and comment at the next meeting.

11. Afternoon Presentation (1:30 – 3pm)

The slides for the afternoon presentation are included in Attachment B.

A question was asked about the number of standards. The TNI standard is an umbrella standard that other technical standards fit under. The TNI standard builds on the foundation of ISO/IEC 17025.

12. Next Meeting

The next meeting of the NEFAP Executive Committee will be planned by e-mail.

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

The meeting was adjourned at 3pm 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) Present	ACLASS	AB	(703)836-0025	keith.greenaway@aclasscorp.com
Dane Wren Present	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@shawgrp.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
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	mwmilleranaly@yahoo.com
Brian Conner Randy Present	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	tauntoni@msn.com



This Week

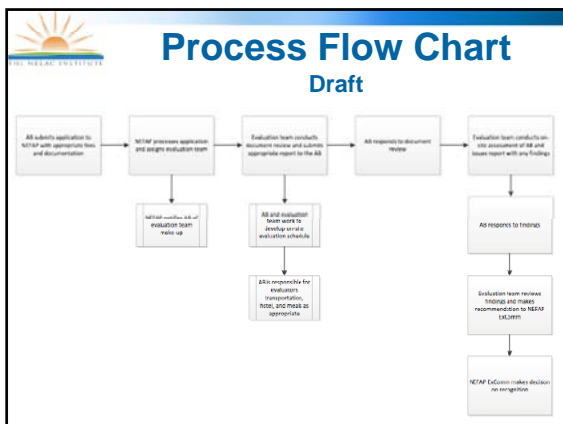
Wednesday AM Session – 8:30 -10:00

- Field Activities Committee Meeting
 - + Charter Vote
 - + SIR #2 revision vote
 - + Table of standard changes to be considered
 - + Timeline for process comments and edits (working draft standards, vote, final standards)
 - + Review action items – open from last meeting
 - + 15-30 minutes for comments and questions from the attendees


This Week

Wednesday AM Session – 10:30 -12:00

- NEFAP Executive Committee Meeting
 - + Document changes – status – checklist, etc.
 - + Charter Vote
 - + SIR #2 and 3 Vote
 - + Voting procedure change
 - + Report on PTs and Lead Program
 - + Evaluation Process chart review
 - + Review action items – open from last meeting
 - + 15-30 minutes for comments and questions from the attendees




Date	Step
September - Ongoing	AB Applications made to TNI NEFAP Executive Committee for review
May 1, 2011	Application from ABs accepted – Announcement made on TNI website of ABs with acceptable applications. FSMOs may apply to ABs with acceptable applications. (Other ABs can be added as received, reviewed and accepted)
August 2011	Announce AB meeting initial application review
May 2011	TNI meeting
October Ongoing	FSMO applications received by ABs Receive resumes from evaluators Review and form evaluation teams for each applicant Receive acceptance from AB on evaluation team members
February 14, 2011	Evaluator training for NEFAP- Webinar 1 day (6 hours). Training on SOP and additions to ISO/IEC 17021
March 22, 2011	Assessor training for NEFAP- Webinar 1 day (6 hours). Training on TNI FSMO standard – Experienced assessors to ISO/IEC 17025
June, 2011	Assessor training for NEFAP – face to face – new assessors including FSMOs who want to use the training for internal audits
June - December 2011	Perform on-site evaluation or review documentation as per procedure
June - December 2011	Perform witness assessment (evaluators observe AB assessor perform FSMO assessment)
January 2012	Announce AB recognition TNI website
After May 2011	PTs available for FSMOs using field techniques (e.g. XRF) as required by LQSR 3.0. Other PTs for FSMOs to be developed as identified.
On-going	Follow Evaluation SOP for process after recognition Add other ABs with applications received after January, 2011



This Week


Wednesday PM Session – 1:30 -3:00

- PRESENTATIONS
 - Why is accreditation needed
 - What does accreditation mean to the community?
 - Will this voluntary program be required?
 - What does it take to become accredited?
 - Top Ten List –Accreditation for FSMO's
 - Preparing your FSMO application OR
 - Why the TNI standard and not other ISO standards
 - Preparing for an FSMO assessment OR
 - Why does accreditation help FSMO's and
 - Improve the uncertainty of lab data!






Why is Accreditation Needed!

See Movie


Play Movie

What does Accreditation Mean to the Community


- Improved data quality
- Assurance of the competence of field sampling and testing organizations
- Accountability of all organizations in the measurement process
- Generating data of known and documented quality

Do you know where your samples came from?





Will this program be required?

- No - regulation!
- Yes - contracts
 - When it is important for the data user to ensure that field activities are being performed competently
 - When data of known and documented quality are required by the user

What does it take to become accredited

- Prepare
- Go to the recognized ABs and talk with them
 - Find the best fit for your organization
- Apply for accreditation
- Follow the process
- Achieve Accreditation






Top Ten Reasons FSMO should be Accredited

PRESENTED BY
NEFAP Executive Committee
Field Activities Expert Committee






10

Personnel Certification provides an individual knowledge of specific area and provides formal recognition by conducting an assessment against objectively identified criteria. Accreditation verifies the compliance criteria for an organization





Balasana is the position that brings the sensation of peace and calm.






9

All employees involved in field measurements and sampling must comply with the standard. Individual certification applies only to the person.





Savasana Position of total relaxation.





8

Documented planning process for field operations









Dolphin - Calms the brain and helps relieve stress and mild depression




7
Calibration requirements for field equipment



Ananda Balasana This position is great for massaging the hip area.



6
Procedures, Document Control and Demonstration of Competency required



Malasana - This position, for ankles and back muscles.




5
Future procurement opportunities with government agencies.








Setu Bandha Sarvangasana -
This position calms the brain
and heals tired legs




4
Ensure Consistency
of Sampling Events






Salambhasana - Encourages
concentration and perseverance




3
Accepted Quality
Management
Practices




Marjayasana - Position
stimulates the midriff area and
the spinal column.






2
Flexibility to
document changes in
field activity







Halasana - This is one of the best asanas for helping bring elasticity to your spine, neck and upper back. Your an help






The #1 reason FSMO should be accredited -

Sample supports decision and data of known and documented quality.











Preparing

- Why chose the TNI standard and not others
 - ◆ ISO 9000
 - ◆ ISO/IEC 17020
 - ◆ ISO 14000
 - ◆ ASTM, USGS, EPA, Etc.
 - ◆ XXXXXX, XXX or XXXX


Standard for FSMO


- The standard was developed, voted and adopted by FSMOs, regulators and others in the stake holder community.
- It is one of a kind!
- Written for any type of field sampling and testing
 - ↳ Builds of the foundation of ISO/IEC 17025!

Preparing your Application


- Watch TNI website for recognized ABs
- Select AB
- Prepare application as required by AB





Preparing for FSMO Assessment

- Develop and implement requirements in Volume 1
 - + Write QM
 - + Write SOPs
 - + Train Personnel
 - + Prepare records as perform work to demonstrate SOPs implements




Benefits to FSMO's

Establishes Foundation of Management Systems

- * Clearly define roles and responsibilities/interactions
- * Establish clear procedures for documentation and control of documents
- * Need to have clear procedures for contracts, subcontracting, purchasing and the evaluation of these.





Benefits to FSMO's

Requirements Set a Clear Path to Improvement

Tools are laid out in Standard:

- * Corrective Actions
- * Preventive Actions
- * Complaint Tracking
- * Review and Control of Non-Conforming Work


Following the Standard Facilitates Improved Quality!!!

Benefits to FSMO's

Outlines Auditing and Review Process

- * Ensure auditing and tracking of field staff
- * Ensures performance is reviewed
- * Annual management review to evaluate all elements of system and determine areas for improvement




Benefits to FSMO's

Outlines Technical Requirements Which Will Improve Quality of Organizational Performance

- * Prescribes the need to outline personnel requirements
 - * Job Descriptions
 - * Knowledge/Experience Requirements
 - * Demonstration of Capability Requirements





Benefits to FSMO's

Structure for Dealing with Equipment



- * Maintenance
- * Tracking/Performance
- * Evaluation of equipment needed
- * Training
- * Documentation







Benefits to Laboratories

**REDUCE DATA VARIABILITY
AND UNCERTAINTY!!!**



Benefits to Laboratories

- Standardized reporting
- Thorough documentation provides labs with data on where sample came from
- Sample will be taken in consideration of environmental conditions, less sample contamination
- Representative samples taken to meet project DQO's


Benefits to Laboratories

- Know where sample came from
- Known homogeneity in advance
- Better coordination/communication between samplers and lab
- QA/QC samples
- Commitment to quality will reduce the number of errors/issues with samples submitted

Benefits to Laboratories


- Better documentation with samples
- Better coordination/communication between samplers and lab
- Proper sample custody procedures
- Better sample handling and transfer procedures
- Progressing from unknown to known...





Quality

“The Quality of the Data Can Only be as Good as the Quality of the Sample”

Environmental Data Quality Cannot Be Guaranteed Unless There Are Quality Standards for All Steps of the Sample Collection and Analysis Process.

□ **QUESTIONS!**





Attachment C

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.
45	Send out Voting SOP for review and comment for a possible update.	Ilona	Before next meeting.	
46	Compile questions captured in original DRAFT version of AB evaluation checklist. Marlene forwarded.	Kim Mike	11/15/10	Complete
49	Update FSMO checklist based on Jan's changes.	Kim	Savannah	In Progress
52	Prepare an AB Evaluation Flowchart.	Keith	Savannah	In Progress – Needs more detail.
53	Add note to the website to encourage people to send in comments on the standard as they implement it. Post with the updated standard.	Ilona	2/15/11	
56	Send information about the meeting in Savannah to other organizations that may have membership that would be interested.	Justin JoAnn	1/6/11	No longer needed.
57	Resolve question on FSMO checklist.	Dane, Jan, Kim	Savannah	Complete
58	Check with FAC on stricken language in SIR #2.	Ilona	Savannah	Complete

	Action Item	Who	Expected Completion	Actual Completion
59	Check on possibility of conference line at Savannah.	Ilona	1/15/11	Complete
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.		3/31/11	
63	Consider need to formally adopt Vol 3 and Vol 4 – PT Provider and PTPA standards.	All	Next Meeting	

Attachment D

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	