

## **NEFAP Board Meeting Summary January 28, 2010**

### 1. Roll call and approval of minutes:

Chair Marlene Moore called the NEFAP Board meeting to order on January 28, 2010 at 8:30 am EST. This was a face-to-face meeting in Chicago. Attendance is recorded in Attachment A.

The minutes from the January 11, 2010 meeting were reviewed. Mike made a motion to accept the minutes from the January 11<sup>th</sup> meeting. The motion was seconded by Jan and they were unanimously approved. They will be posted on the TNI website.

### 2. Progress to Date – Marlene

The PPT slides in Attachment B summarize Marlene's presentation.

#### Additional Notes:

- Acceptance of the program can be developed through MOUs, written into regulations, etc. Presently it is a voluntary program. Emphasis will not be on regulations.
- Review of ABs will be a broad based group that will include FSMOs.
- The group has completed a number of the steps that were outlined as next steps in San Antonio.
- The next meeting will be 2/12/10. Marlene would like to see the Board vote on procedures before the end of the month (2/22/10). The procedures will then go to the TNI Board and Policy Committee. This approval process will take at least 30 days.
- NEFAP would like to be accepting applications from ABs by 6/1/10.
- Patrick Conlon will be working on the Charter and have a draft prepared before 2/12/10.
- Doug's subcommittee will need to be working on the Standard Interpretation procedures and PT procedures. The PT Board needs to look at how to develop PTs for the Field program. The PT Board will develop an FSMO FoPT Subcommittee. The initial impression is that there is not anything in the standard that will be a road block. Erik Winchester with the EPA Lead Program will need

some PTs. We need a liaison between the NEFAP Board and PT Board. Someone will be selected at the next meeting.

- Add voting procedures are needed.

Comments from the TNI Membership:

Larry Jackson asked about PT samples. Is there any consideration for a Subsampling PT? It is something that has been talked about and is something the PT Subcommittee being developed by Eric Smith (PT Board Chair) will need to look at. Larry asked about who will be doing the program design? Doug Berg's subcommittee will be working with this.

### 3. Committee Projects

#### **Evaluation and Selection of ABs**

Keith summarized the document prepared by the subcommittee (Attachment C).

He emphasized that there is a process for ILAC Signatories and non-ILAC Signatories. It is now turned over to Doug's subcommittee to complete the written procedures.

Attachment C is a very rough DRAFT that needs immediate review by the NEFAP Board. The initial concerns were the make-up of the evaluation team and the qualifications.

The Board discussed whether an accreditation/evaluation council is needed. The thought was to leave the responsibilities for accreditation to the NEFAP Board right now and then consider an accreditation/evaluation council in the future as the group grows.

#### **Development of Operational Policies and Procedures**

John Moorman reviewed a number of the TNI policies and procedures and put together a recommendation for additions/changes that will be needed to accommodate NEFAP.

All procedures should be designated as 10, not 3. Ilona will make these changes.

The Board reviewed the NEFAP Board General Procedures SOP:

- Alternates need to be named in advance and can be from another organization.
- Need to look into the need for a conflict of interest clause. The Board member needs to declare the conflict and the Board can determine if they need to abstain from a vote.

#### **NEFAP Board**

Nominations SOP:

- Need to change Accrediting Authorities to Accreditation Bodies.
- What about a non-accredited FSMO? They could be considered an Other. This can be added to the procedure.

Dispute SOP:

- Need to make sure there is a conflict of interest clause in the SOP. Cheryl will send something to Jan. Also need to look at Conflict of Interest documentation.
- Look at section 5.3.2. TNI membership includes laboratories. Is this what is wanted?

### **NEFAP Strategic Planning**

- The group is working on the budget, but needs more input from the above subcommittees in order to finalize anything.

#### 4. FSMO Accreditation Process Document

Dave Spies remembered a document that was developed a number of years ago. This document should be considered by the NEFAP Board (Accreditation Process Policy for Field Sampling and Measurement Organizations - Draft VII, August 14, 2007). This document was approved by the FAC and went to the Policy Committee, but got kicked back. There is a lot of great detail here that can be incorporated into the procedures the Board is working on. It was intended to give flexibility to the FSMOs.

#### 5. Open Action Items

See chart in Attachment D.

#### 6. New Items

The TNI membership is encouraged to review the DRAFT SOPs and Policies. They will be posted to the TNI website – NEFAP Board.

#### 7. Next Meeting

The next meeting of the NEFAP Board will be scheduled by e-mail.

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


The meeting was adjourned at 10:00 am EST.

## Attachment A

**Participants  
TNI NEFAP Board**

<b>Members</b>	<b>Affiliation</b>	<b>Balance</b>	<b>Contact Information</b>	
Marlene Moore (Chair)  <b>Present</b>	Advanced Systems, Inc	Other	(302)368-1211	<a href="mailto:mmoore@advancedsys.com">mmoore@advancedsys.com</a>
Dane Wren  <b>Absent</b>	Wren Engineering, P.A.	FSMO	(407)833-0061	<a href="mailto:dwren47@aol.com">dwren47@aol.com</a>
Calista Daigle  <b>Absent</b>	Shaw Environmental & Infrastructure Group	FSMO	(225)987-7291 Cell: (225)485- 2007	<a href="mailto:calista.daigle@shawgrp.com">calista.daigle@shawgrp.com</a>
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>Present</b>	AIHA	AB	703-846-0789	<a href="mailto:cmorton@aiha.org">cmorton@aiha.org</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</b>	PJ Laboratory Accreditation, Inc.	AB	(248)709-0096	<a href="mailto:dberg@pilabs.com">dberg@pilabs.com</a> <a href="mailto:douglasberg@gmail.com">douglasberg@gmail.com</a>
Keith Greenaway  <b>Present</b>	ACLASS	AB	(703)836-0025	<a href="mailto:keith.greenaway@aclasscorp.com">keith.greenaway@aclasscorp.com</a>
Kim Watson  <b>Absent</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:mwmilleranaly@yahoo.com">mwmilleranaly@yahoo.com</a>
Brian Conner  <b>Present - Randy</b>	A2LA	AB	(301)644 3216	<a href="mailto:bconner@a2la.org">bconner@a2la.org</a>
Michelle Henderson  <b>Absent</b>	USEPA	Other	(513)569-7353	<a href="mailto:Henderson.Michelle@epamail.epa.gov">Henderson.Michelle@epamail.epa.gov</a>
Justin B. Brown  <b>Present</b>	EMT	FSMO	(847)324 3350	<a href="mailto:jbrown@emt.com">jbrown@emt.com</a>
Patrick Conlon  <b>Present</b>	ESI	Other	(610)935-5577	<a href="mailto:pconlon@envstd.com">pconlon@envstd.com</a>
Ilona Taunton (Program Administrator) <b>Present</b>	The NELAC Institute		(828)712-9242	<a href="mailto:tauntoni@msn.com">tauntoni@msn.com</a>

## Attachment B



**National Environmental  
Field Activities Program  
(NEFAP)**

January 2010, Chicago



**Agenda**

Introduction  
•Minutes

NEFAP Board(8:30 to 10:00)

- >Progress to date
- >Next Steps
- >Draft Documents




**Agenda**

Field Activities Committee  
(10:30 to 11:30)

Progress to date  
+Lead Program


Advocacy  
Members



**Agenda**

Audience Comments  
(11:30 to noon)



- >Input on progress and plans
- >Questions



**Field Sampling  
&  
Measurement Organization**


**“FSMO”**

Organizations engaged in environmental sampling for laboratory analysis and/or field measurement (analysis) using field based analytical technologies performed in the field outside of a fixed-laboratory or outside of an enclosed structure which meets the requirements of a mobile laboratory.



**FSMO Accreditation  
Standard Development**

- **Broad Scoped Standard**
  - Limited Specificity-Compliance Flexibility
  - Applicability for Wide Range of FSMOs
- **ISO Foundation - TNI Consistency**
  - ISO 17025 (FSMO Competency)
  - ISO 17011 (ConformityAssessment-AB)





## The Standard

Adopted May 2007 – TNI

**.Volume 1:** General Requirements for Field Sampling and Measurement Organizations (FSMO-V1 -2009)

**.Volume 2:** General Requirements for Accreditation Bodies Accrediting Field Sampling and Measurement Organizations (FSMO-V2-2009)



## Program Goals

- Implement a national program that is consistent
- Build recognition process for ABs to ensure uniform implementation of requirements
- Work with a lead organization to implement recognition
- Develop or Revise lead organization procedures to ensure national program



## Program Goals

- Establish adoption and formal acceptance of the program
  - Contracts, regulation, specification, etc.
- Develop government acceptance of program
- Provide input to standards or criteria developer for improvements



## Program Objectives

- Evaluation of ABs to meet, implement and understand the criteria, standards or protocols.
  - Peer review process using documented procedures
- Organization objective review and assurance of consistent implementation by ABs
- Allow input from all parties into AB evaluation and organization process – Transparency of operations



## Program Objectives

- User and public support of program due to quality of the program's implementation
- Ensure input into the criteria, standards by everyone including: FSMOs, ABs and Users



## Next Steps San Antonio

- Revise TNI Bylaws to Accommodate NEFAP
- Build AB Recognition Process for Uniform Implementation of TNI – FSMO Standards
- Review/Develop TNI Policies & Procedures to Assure Consistent Implementation
- Implement the FSMO Accreditation Program





## Next Steps San Antonio

- Establish Voluntary Adoption/Formal Acceptance of NEFAP in Contracts and Regulatory Programs
- Promote Government Acceptance of FSMO Accreditation Program
- Define process for appointment of members to NEFAP Board
- Develop Procedures for operation of NEFAP
- Determine financial mechanisms



## Next Steps Chicago

- Review Draft Procedures next meeting 2/12/10 and vote if not then
  - Vote on Procedures by email 2/22/10
- Send to Policy committee
- Send to TNI Board (These two steps allow 30 days)
- Develop implementation scheme for start up in June 2010.
- Note:** ILAC signatories are under review once every 4 years – reviews occur this March for some ABs



## Next Steps Chicago

- Need application and contracts for ABs
- Need to implement process
  - Project June 2010
- Need to finalize budget with TNI Board
- Develop Charter Form



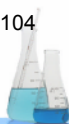
## Next Steps Chicago

- Any other procedures required
  - Standards Interpretation Procedure
  - Proficiency Testing Procedure
  - Other?
- Review of TNI procedures
- PT Board Subcommittee – establish and coordinate – need representative
  - Contact Eric Smith – PT Board Chair



## Draft Documents

- NEFAP Board Operating POL 3-001
- NEFAP Board General Operating Procedures SOP 3-101
- NEFAP Board Nominating Committee Procedure SOP 3-102
- NEFAP Board Dispute Resolution Procedure SOP 3-103
- NEFAP Board Evaluation Procedure SOP 3-104



## Evaluation Procedure

- Evaluation Council or NEFAP Board?
- Frequency –4 years?
- Other comments



## **Attachment C – Evaluation and Selection of ABs**

### **Base Requirements for ILAC MRA Signatories for FSMO Testing**

- Submittal of application and fee for recognition to the NEFAP board, along with appropriate documentation (i.e. quality manual, Standard operating procedures, etc.). This information will be used for a document review by the NEFAP assigned evaluation team
- Submittal of the Accreditation Body (AB) training program to the NEFAP evaluation team. The AB training program is for AB assessor training to conduct assessments in accordance to the TNI FSMO standard. AB evaluators shall have documented training in evaluating to the TNI FSMO Standard
- Evidence of ILAC MRA signatory status for testing (i.e. copy of the ILAC MRA)
- Documented management system to meet the requirements of Volume 2 of the TNI FSMO Standard
- Review by the NEFAP Board for recognition
- Recognition granted after review of documentation, completion of the NEFAP evaluation team document review report and closure of all documentation non-conformances
- Initial ABs receiving NEFAP Recognition, the NEFAP evaluation team will witness the accreditation body performing an initial assessment of the FSMO in accordance to the ABs policies and procedures. This witnessing may include an office visit and/or field visit. Based on the scope of recognition, the NEFAP Board may recommend additional witness evaluations
- Continued recognition granted by NEFAP Board upon closure of all non-conformances arising from witness evaluations
- NEFAP evaluation team participation in AB's next ILAC re-evaluation (ILAC re-evaluation of AB every 4 years)

### **Base Requirements for Non-ILAC FSMO Accreditation Bodies**

- Submittal of application and fee for recognition to the NEFAP Board, along with appropriate documentation (i.e. quality manual, Standard operating procedures etc.). This information will be used for a document review by the NEFAP assigned evaluation team.
- Assignment of evaluation team leader and team members appropriate to the size of the accreditation body by the NEFAP Board. Team leader and one of the two team members will be made up of personnel from the other NEFAP recognized ABs participating in the NEFAP process. The remaining team member to include a representative from NEFAP to verify conformance to Volume 1 and 2 of the TNI FSMO standard. At least one team member must be familiar with the technical standards applicable to the scope of the accreditations being granted.
- Quality manual/documentation review to ensure conformance to Volume 2 of the TNI FSMO standard
- On-site evaluation of the AB by the evaluation team with a combination of evaluating the office as well as evaluating the AB conducting assessments of FSMO field activities to ensure conformance with Volumes 1 and 2 of the TNI standard. Witnessing of the AB of an FSMO must include at a minimum an initial accreditation assessment, (if available and for continuing



recognition a surveillance assessment and a reassessment may be selected.) Initial ABs receiving NEFAP Recognition, the NEFAP evaluation team will witness the accreditation body performing an initial assessment of the FSMO in accordance to the ABs policies and procedures. This witnessing may include an office visit and/or field visit. Based on the scope of recognition, the NEFAP Board may recommend additional witness evaluations

- NEFAP AB evaluators shall have documented training in evaluating to ISO/IEC 17011 and to Volume 1 and 2 of the TNI FSMO Standard.
- Recognition granted by NEFAP Board upon closure of all non-conformances
- Evaluations are performed once ever four years.

**Attachment D**

**Action Items – NEFAP Board**

	<b>Action Item</b>	<b>Who</b>	<b>Expected Completion</b>	<b>Actual Completion</b>
4	Ilona will look into Google Calendar and ways to better share working documents.	Ilona	1/31/10	
5	Meet with Eric Smith, PT Board Chair, to discuss PT needs.	Marlene	12/14/09	Complete
6	Contact John Schakenbach and discuss MOU possibilities.	Marlene	2/15/10	
7	Review minutes and provide updated documents for Board review (AB Recognition, Dispute Resolution, Nomination, General Procedures, etc...).	All	1/15/10	
8	Provide comments to Keith on AB Recognition process.	All	1/14/10	
9	Prepare DRAFT Board Charter and distribute for comment.	Patrick	2/12/10	
10	Update format and numbering system in all DRAFT SOPs and Policies. Distribute to group and post on website for comment.	Ilona	2/1/10	
11	Select NEFAP Board member to work with PT Board on FSMO FoPT Subcommittee.	All	2/18/10	
12				
13				
14				
15				
16				

Attachment E

**Backburner / Reminders – NEFAP Board**

	<b>Item</b>	<b>Meeting Reference</b>	<b>Comments</b>
1			
2			
3			
4			