NEFAP Board Meeting Summary
December 14, 2009

1. Roll call and approval of minutes:

   Chair Marlene Moore called the NEFAP Board meeting to order on December 14, 2009 at 3 pm EST. Attendance is recorded in Attachment A.

   The minutes from the November 24, 2009 meeting were reviewed. Keith commented that the minutes should include a statement that his subcommittee discussed issues of equivalency between ILAC and non-ILAC ABs. Mike made a motion to accept the minutes from the November 24^{th} meeting with the addition above. The motion was seconded by Jan and they were unanimously approved. They will be posted on the TNI website.

2. EPA Lead Program Update

   TNI is working on the MOU with EPA. Marlene put some comments together on what needs to change in the LQSR to make it workable for FSMOs. For example, the Technical Director has to have a Chemistry degree. This may be difficult for the FSMOs. Another issue is that ILAC Signatories would not be able to have an accreditation without an on-site. It is required by ISO 17011 (section 7.7 and 7.5.6). If you look at key activities, it makes it clear that an on-site would be needed.

   Marlene asked about sampling plans too. Eric will be reviewing this information and working through the technical details. There is a possibility that the LQSR may not be used and a new document will need to be developed.

3. Subcommittee Reports

   Evaluation and Selection of ABs

   The group has not met since the last call. Keith is planning another meeting within the next week. The main issue the group will talk about is equivalence. We need to be sure the standard is being implemented the same way between ILAC and non-ILAC ABs. They both need to meet ISO 17011 in the same manner. Scott is in support of equivalency, but he is concerned about how the groups interpret ISO 17011. He is concerned about how the standards will be implemented for field work.

   The next subcommittee call will be at 11am EST on 12/23/09.

Marlene mentioned that she thinks recognition should come through not just ABs, but through stakeholders too (FSMOs, etc …). Marlene will join the call on the 23rd.

Development of Operational Policies and Procedures

The group has started reviewing available documents. The two Field Activities Committee standards are the starting point.

The subcommittee should be looking at what the review process is for standards review, SOPs, policies, etc … How do the ABs acknowledge a change in procedures? PT needs to be added to the list of activities for this subcommittee.

Subcommittees have been formed to work on a dispute resolution SOP and an SOP for the evaluation of ABs.

The next meeting will be on December 22, 2009. Doug has sent out call-in information.

NEFAP Board

Jan sent out two draft documents for the Board to review: dispute resolution and board nomination process. Mike Miller sent some comments out by e-mail. Doug's group has a call set-up for tomorrow and perhaps this group should look at what Jan has prepared for dispute resolution. This is an overlap between the two groups.

NEFAP Strategic Planning

They are working on a list of budget items, but need more details from the groups above before they can finalize. They will meet with the TNI Board Finance Team once the list is more complete.

4. Open Action Items

See chart in Attachment B.

- Scott provided the EPA contact information to Marlene. The EPA contact involved with the AETB accreditation requirements is:
  John Schakenbach
  U.S. Environmental Protection Agency
  Clean Air Markets Division
  schakenbach.john@epa.gov
  Phone: 202-343-9158
  Fax: 202-343-2359

5. New Items

- Scott mentioned that he keeps in contact with John Shakenbach and that he is aware of what TNI and NEFAP are doing. Marlene asked if it might be appropriate to set-up an MOU with them. Scott felt they may be open to the idea. Marlene will raise this idea when she speaks to him.

- The NEFAP Board Meeting in Chicago will be Thursday morning.

- John is working on TNI by-laws and policies as a member of the Policy Committee. He is recommending that we provide a framework for the changes that are needed to help the Policy Committee update the documents.

- Marlene asked that the subcommittees share their working documents with the entire NEFAP Board. This is especially important on documents sent to subcommittee members for review – send them to the entire NEFAP Board.

7. Next Meeting

The next meeting of the NEFAP Board will be January 11, 2010 at 1:00pm EST.

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

The meeting was adjourned at 3:46 pm 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
Dane Wren **Absent**	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 **Present**	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 **Tracie - Substitute**	PJ Laboratory Accreditation, Inc.	AB	(248)709-0096	dberg@pjlabs.com douglaslberg@gmail.com
Keith Greenaway **Present**	ACLASS	AB	(703)836-0025	keith.greenaway@aclasscorp.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 **Present**	A2LA	AB	(301)644 3216	bconner@a2la.org
Michelle Henderson **Present**	USEPA	Other	(513)569-7353	Henderson.Michelle@epamail.epa.gov
Justin B. Brown **Absent**	EMT	FSMO	(847)324 3350	jbrown@emt.com
Patrick Conlon **Present**	ESI	Other	(610)935-5577	pconlon@envstd.com
Ilona Taunton *(Program Administrator)* **Present**	The NELAC Institute		(828)712-9242	tauntoni@msn.com

Attachment B

Action Items – NEFAP Board

	Action Item	Who	Expected Completion	Actual Completion
3	Scott will provide an EPA contact name to Marlene so she can make them aware of what NEFAP is doing.	Scott	11/23/09	Complete
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	
6	Contact John Schakenbach and discuss MOU possibilities.	Marlene	1/11/10	
7				
8				
9				
10				
11				
12				
13				
14				
15				
16				

Attachment C

Backburner / Reminders – NEFAP Board

	Item	Meeting Reference	Comments
1			
2			
3			
4			