

NEFAP Board Meeting Summary February 18, 2010

1. Roll call and approval of minutes:

Chair Marlene Moore called the NEFAP Board meeting to order on February 18, 2010 at 1pm EST.

The minutes from the January 28, 2010 meeting were reviewed. Cheryl made a motion to accept the minutes from the January 28th meeting. The motion was seconded by Keith and they were unanimously approved. They will be posted on the TNI website.

2. Charter

Marlene forwarded an updated version of the Charter to the Board for review on 2-18-10.

There are some names misspelled and incorrect company names included. These were corrected during the call (see Attachment B.)

Keith commented that the mission statement is not consistent with the objectives. Is it national or international? It occurs three times in the document. The purpose of this Board is to implement a national standard, so international needs to be removed.

Does NEFAP have its own advocacy committee or should it be working with the Advocacy Committee within TNI. It will work with the Advocacy Committee.

Restructuring of TNI may impact some of the names – “Board” may change to “Executive Committee.”

A motion was made by Brian to accept the charter with the changes made during the call (Attachment B). The motion was seconded by John. There was no further discussion and the motion was unanimously approved.

3. Field PT Subcommittee

Cheryl Morton is representing the NEFAP Board on the Field PT Subcommittee. They had their first meeting last Tuesday. The subcommittee Chair is Paul Cestone from EPA. The focus will initially be on getting the lead PTs set-up. This will help the Lead program get started.

4. Subcommittees to Look At Specific Accreditation Programs

Marlene received 30-40 e-mails from stack testers offering to help NEFAP. Marlene is suggesting that a subcommittee be formed of the NEFAP Board to look at stack testing. A number of the people who volunteered could be involved to get this rolling.

DOD has just formed a subcommittee dealing with field sampling. Marlene will meet with them to find out more and to look to see how we can work together. This may be a future subcommittee.

Need to look at the Lead Subcommittee in FAC. Should this be part of the NEFAP Board or stay under FAC? This will be brought up at the next FAC meeting. There are no Board members on the Lead Accreditation Subcommittee – is this a problem?

5. SOPs

Should Policy 10-100 be incorporated into the Evaluation SOP (10-005)? There was no one opposed to the idea. Consider adding it as an Appendix?

Marlene asked the Board to do a very thorough review of the Evaluation SOP and add to the comments that have already been received.

Final comments are due by Wednesday, 2-24-10. Ilona and Marlene will take the comments and try to incorporate them into the SOP. This will be discussed on the next conference call tentatively scheduled for March 1, 2010 – 2pm EST.

Ilona will send out an e-mail with the current SOPs and comments. If the SOPs don't receive additional comments – they will be sent out for e-mail vote prior to the next meeting.

6. MOU

Still in progress. The next version will be distributed to the NEFAP Board for review and a decision will be made as to whether to recommend it to the TNI Board.

7. Open Action Items

See table in Attachment C.

8. New Items

None.

9. Next Meeting

The next meeting of the NEFAP Board is tentatively scheduled for March 1st at 2pm EST.

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

The meeting was adjourned at 2:25 pm EST. (Motion – Pat Second – Michelle Unanimously Approved.)

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 Absent	Shaw Environmental & Infrastructure Group	FSMO	(225)987-7291 Cell: (225)485- 2007	calista.daigle@shawgrp.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
Jan Wilson Present	CAMMIA Environmental	Other	(360)904-8416	WQL@aol.com
Doug Berg Absent	PJ Laboratory Accreditation, Inc.	AB	(248)709-0096	dberg@pilabs.com douglasberg@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 Absent	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 Present	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

NEFAP BOARD CHARTER

1. Organization Name: NEFAP BOARD	2. Version: Final Draft	3. Date: February 18, 2010
<p>4. Mission Statement: The mission of the NEFAP Board is to ensure the implementation of a national program for FSMO accreditation that is consistent with the TNI FSMO Standard requirements. The Board will support the field accreditation program with appropriate guidance, procedures and policies to facilitate implementation of these accreditation standards on a national level. The Board is committed to establishing and maintaining a program in support of the TNI FSMO standards that will ensure continual improvement of field accreditation process and which incorporate practical, effective, and clear standards of performance that are consistent with the needs of the environmental community as well as regulatory and industry specific requirements.</p>		
5. Committee Sponsor: NEFAP Board of Directors		
6. Committee Members: <i>(indicate Chairperson, insert rows as necessary for additional members)</i>		7. Interest Category & Stakeholder Group:
Brian Conner		Accrediting Body (A2LA)
Calista Daigle		FSMO (Shaw Environmental and Infrastructure Group)
Cheryl Morton		Accrediting Body (AIHA Laboratory Accreditation Programs, LLC)
Dane C. Wren		Other (Wren Engineering)
Doug Berg		Accrediting Body (Perry Johnson Laboratory Accreditation)
Jan Wilson		Other (CAMMIA Environmental)
John, Moorman		FSMO (SFWMD)
Justin B. Brown		FSMO (EMT)
Keith Greenaway		Accrediting Body (ANSI-ASQ National Accreditation Board)
Kim Watson		FSMO (Stone Environmental)
Marlene Moore (Chair)		Other (Advanced Systems)
Michael Miller		Other (Consultant)
Michelle Henderson		Other (EPA)
Patrick Conlon		FSMO (Environmental Standards)
Scott Evans		Accrediting Body (STACK)
8. Objectives/Approach:		
✓ Implement a national accreditation program that is consistent with the TNI FSMO standards.		
✓ Establish adoption and formal acceptance of the program through an advocacy program including supportive contracts, communications, and direction to the stakeholders as well as input to the Field Activities Expert Committee regarding additional standards needs.		
✓ Ensure consistent implementation by the ABs as an integral part of the recognition process, including the implementation of AB evaluation protocols, peer review processes, and an open input policy to ensure an effective forum and corrective action processes in support of all stakeholders.		
✓ Develop field accreditation program guidance, procedures and policies that meet the needs of the environmental community as well as regulatory and industry specific requirements and are consistent		

with other national and international standards, avoiding unnecessary duplication and non-value added requirements.

- ✓ Collaborate with affected stakeholders to develop a national program that balances the needs and interests of all stakeholders while balancing considerations of cost; practical concerns, and the quality and consistency of environmental data.
- ✓ Continually evaluate and establish success measures to target opportunities for improvement.
- ✓ Develop and maintain the tools (e.g., guidance documents, templates, training materials, etc.) necessary for consistent standards implementation and AB recognition.
- ✓ Utilize existing and future stakeholder organizational infrastructure and resources to accomplish mission.

9. Success Measures:

- Work with the EPA and other federal and non-federal agencies and organizations to implement a program in 2010.
- Increasing support and input from stakeholders including ABs, FSMOs, Industry, Regulators and Standards Setting Organizations.
- Field accreditation standards are adopted by those performing environmental sampling and field measurements, including those not under a regulatory mandate to do so.
- The field accreditation standards are adopted by accrediting bodies (3rd Party or government agencies) on a voluntary basis or written into regulation where applicable or through contractual arrangements.
- Decision uncertainty reduced over time with the production of higher quality, more consistent environmental data.

10. Key Milestones: (*significant events and corresponding dates*)

- Complete all necessary program support documents including the required approvals by June 2010.
- Implement recognition program for accreditation bodies starting July 2010 with full operation by January 2011.

11. Considerations: (*assumptions/constraints/obstacles/risks*)

- Volunteer member organization with significant time constraints
- New organization with limited resources and developing infrastructure
- Ability to communicate updates and progress to the community at large in a timely fashion.
- Ability to implement an effective consensus-based accreditation program that both meets the standard requirements and ensures comparable execution of the accreditation process by all accreditation bodies
- Substantial learning curve for those organizations which have not previously been subjected to rigorous quality requirements and/or accreditation
- Training programs
- Authority of government agencies to require FSMO accreditation
- Stakeholder "buy-in" and acceptance within the industry
- Industry "politics"

12. Available Resources:

- Volunteer committee members
- Existing national and international consensus-based standards
- EPA Cooperative Agreement
- TNI Website
- TNI Advocacy Committee
- TNI PT Board
- Dedicated TNI support resources
- Field Activities Expert Committee
- Other TNI Committees (Expert and Support)
- Participating organizations

13. Additional Resources Required:

- Industry experts
- Writers and technical editor support
- Web-based teleconferencing services
- Outreach assistance from Advocacy Committee
- Effective and accessible member database

14. Anticipated Meeting Schedule: *(specify meeting format and frequency)*

- Where Practical - Monthly Board Teleconferences (schedule to be posted in advance of actual meetings)
- Additional teleconferences as needed
- Board meetings (face-to-face) during semiannual TNI Forums (Winter and Summer)

Attachment C

Action Items – NEFAP Board

	Action Item	Who	Expected Completion	Actual Completion
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	
9	Prepare DRAFT Board Charter and distribute for comment.	Patrick	2/12/10	Complete
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	Complete
11	Select NEFAP Board member to work with PT Board on FSMO FoPT Subcommittee.	All	2/18/10	Complete
12	Talk to DOD about subcommittee established to look at field sampling.	Marlene	3/15/10	
13	Final Review of SOPs and Evaluation SOP. Add comments to review table.	All	2/24/10	
14	Update Evaluation SOP	Marlene Ilona	Before next meeting.	
15				
16				

Attachment D

Backburner / Reminders – NEFAP Board

	Item	Meeting Reference	Comments
1	Establish Stack Testers Subcommittee	2-18-10	
2			
3			
4			