

**NEFAP Executive Committee
Meeting Summary
October 10, 2014**

1. Roll call:

Chair Kim Watson called the NEFAP Executive Committee meeting to order on October 10, 2014 at 12:10 pm ET. Attendance is included in Attachment A. There were 9 committee members present. Associate Members present: None.

The meeting minutes from June 16, 2014, July 17, 2014 and August 5, 2014 were reviewed.

Nilda made a motion to approve the June 16, 2014 as written. The motion was seconded by Carl and unanimously approved by all on the call.

Carl made a motion to approve the July 17, 2014 as written. The motion was seconded by Nilda and unanimously approved by all on the call.

Carl made a motion to approve the August 5, 2014 as written. The motion was seconded by John and unanimously approved by all on the call.

Ilna will send them out for additional input and then have them posted when finalized.

(Addition: Votes were received by email: Seb Gillette – For, Justin Brown – For, Troy Burrows – For, Paul Bergeron – For, Cheryl Morton - For.

All three motions passed and the meeting minutes will be posted to the website.)

Kim did not have an opportunity to distribute an agenda for the meeting, so items to be discussed today were summarized as:

Attendance
Review Minutes
Strategic Planning Meeting Update
Evaluation SOP
Two SOPs
New Items

2. TNI Strategic Planning

Kim reviewed information from the Strategic Planning meeting that occurred in Milwaukee earlier this week. A plan will be developed that will be distributed to the membership in the upcoming months. There will be specific actions items for this committee.

Highlights:

- TNI is finishing up a Quality Management Plan.
- Keith Greenaway is the new TNI representative on ELAB.
- Ilona talked about the push for marketing NEFAP over the next 6 months to a year.

Kim will distribute the Program Summary that she and Ilona worked on to prepare for the meeting.

3. SOPs

SOP 5-105 – Finalized. The SOP was finalized with 13 votes for “For”, 1 abstention and 2 members not voting.

SOP 5-106 and 5-103 –

Ilona will send out a formal request for everyone to review the SOPs with the changes made by Justin. Comments will be incorporated into the text and hopefully finalized during our November meeting.

Additional Discussion on SOP 5-105 (Evaluation):

NEFAP’s process for handling preliminary accreditation was questioned during the strategic planning meeting earlier in the week. There was concern raised about the impact on ABs that have preliminary recognition. Are we causing the AB an unintentional marketing disadvantage? Does this committee need to look at a different process for preliminary recognition? There was extended discussion on this topic.

Comments:

- Nilda does not think there should be a preliminary accreditation.
- Tracy recommended that the AB needs to update their information if they do not complete the witness portion of the accreditation within a window of time.
- Does the AB need to be fully recognized once the first portion of the evaluation is complete (application/documentation review, onsite evaluation (or documentation from ILAC evaluation reviewed and accepted) and then a window is given for the witness portion to be completed? If the witness portion is not completed in the window of time – their accreditation is removed and they have to reapply?

- How do we handle a recognition that has been delayed due to no FSMO application? Should the AB provide updated documentation?
- Other ideas?

Kim asked if Tracy would be willing to look at the preliminary recognition language and see if there is a need to change how recognition is given. Does there need to be a Preliminary Recognition or should there just be Full Recognition? Can people be given a window of time to complete their witness evaluation and be fully recognized during this period of time? Would something like this be in conflict with other requirements?

6. New Business

- Kim will check with Justin on completing the initial application to begin work on the Scope of Accreditation. She thought he had offered to do this. Ilona noted that the next FAC meeting is 10/15/14 and it would be great to get this to the FAC before that meeting so they can get started on the document.

7. Next Meeting

The next meeting of the NEFAP Executive Committee will be planned by email. The next meeting will be early November.

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

The meeting was adjourned at 1:15 pm EST. (Motion: Nilda Second: Carl Unanimously approved.)

Attachment A

**Participants
TNI NEFAP Executive Committee**

Members	Affiliation	Balance	Contact Information	
Kim Watson (Chair) Present	Stone Environmental Inc	FSMO	(802)229-2196	kwatson@stone-env.com
Keith Greenaway (Vice-Chair) Absent	ACLASS	AB	(703)836-0025	keith.greenaway@aclasscorp.com
Dane Wren Absent	Wren Engineering, P.A.	FSMO	(407)833-0061	dwren47@aol.com
Calista Daigle Present	Dade Moeller	FSMO	(225)485-2007	calista.daigle@gmail.com calista.daigle@moellerinc.com
Troy Burrows Absent	STAC (Entec Services, Inc.)	AB	(800) 429-8445	TBurrows@entecservices.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
Doug Leonard Present	LAB	AB	260-637-2705	dleonard@l-a-b.com
Nilda Cox Present	Eurofins Eaton Analytical Inc	Other	626-318-8517	nildacox@eurofinsus.com
Doug Berg Present -Tracy	PJ Laboratory Accreditation, Inc.	AB	(248)709-0096	dberg@pjlabs.com douglaslberg@gmail.com
Paul Bergeron Absent	LELAP	AB	225-219-3247	Paul.bergeron@la.gov
Carl Kircher Present	Florida DOH	AB	904-791-1574	Carl_kircher@doh.state.fl.us
Lauren Smith Present - Randy	A2LA	AB	(301)644 3216	lsmith@a2la.org
Seb Gillette Absent	DOD	Other	(210) 395-8434	john.gillette.1@us.af.mil
Justin B. Brown Absent	EMT	FSMO	(847)324 3350	jbrown@emt.com
Jack Farrell Absent	AEX	Other	(407)331-5040	aex@ix.netcom.com
Ilona Taunton (Program Administrator) Present	The NELAC Institute		(828)712-9242	tauntoni@msn.com

Attachment B
Action Items – NEFAP Executive Committee

	Action Item	Who	Expected Completion	Actual Completion
27	Forward FSMO names to Ilona.	Justin	3-15-13	
39	Give Alternate name to Ilona.	All	9/30/10	Ongoing
81	Prepare NEFAP Timeline Agenda next month	Doug L.	4/22/13	4/22/13: It has been distributed and needs to be put on agenda for review. 5/29/14: Will be on June 2014 agenda.
106	Mobile Lab Issue – Subcommittee to begin work. From Backburner: Evaluate overlap issue with NELAP and DoD ELAP regarding mobile labs. (Originally brought up 8-6-12 meeting.)	Kim, Scott, Doug Berg, John and Marlene. Mike to help through 3/13. 3/28/13: Paul has been added.	TBD	3/28/13: Subcommittee will begin work in April. Questionnaire will go out first. 6/12/13: Survey will go out this week. 10/10/13: Survey will be sent to 2 more lists of people.
110	Complete DRAFT Training SOP for EC review.	Scott, Lauren, Ilona	3/31/13	
116	Update Evaluation SOP and distribute to committee.	Marlene Carl Justin	5/2/13	6/12/13: Still in progress. 7/15/13: Still in progress. 12/17/13: Kim will help with this. 1/29/14: Kim will update language. Ilona will update attachments. 4/2014: Ilona

	Action Item	Who	Expected Completion	Actual Completion
				updated SOP and distributed for review. See Action Item 141 for further progress on this item. Complete
119	Update “Guidance for ABs on the Suggested Content for the Scope of Accreditation” by adding comments received by e-mail to Scope inquiry. Distribute to committee.	Kim	Next meeting	A guidance document outline will be discussed at the January meeting. 5/29/14: This will be added to the June 2014 agenda.
124	Send Presentation slides to committee members for review and comment. The slides will be used for future presentations about NEFAP.	John	10/15/13	
130	Prepare DRAFT outline for Scope Guidance Document	Kim	1/24/14	
135	Add Mobile Lab issue to charter.	Kim	3/15/14	
144	Distribute SOP 5-103 and 5-106 with John’s concerns for discussion at the June meeting.	Kim	6/9/14	
145	Check-in with Dane regarding membership.	Kim	7/15/14	
147	Check with John about updating SOP 5-106.	Kim	7/25/14	
148	Update SOP 5-103.	Justin	Next Meeting	Complete
149	Complete application to work on Scope of Accreditation Guidance and send to FAC for comment.	Kim	7/31/14	10/10: Kim will ask Justin.
150	Review SOP 5-105 and look for opportunities to handle Preliminary Accreditation differently and include language for how to handle AB that does	Tracy	11/3/14	

	Action Item	Who	Expected Completion	Actual Completion
	not get an FSMO application to complete their accreditation.			

Attachment C

Backburner / Reminders – NEFAP Executive Committee

	Item	Meeting Reference	Comments
4	Review Charter.	October 2014	
6	Evaluate how to handle adding additional ABs. Impact on committee size.	8-6-12	
9	Determine need for a policy or statement regarding the assessment of sampling.	4-22-13	