

**NEFAP Executive Committee  
Meeting Summary  
October 4, 2011**

1. Roll call:

Chair Marlene Moore called the NEFAP Executive Committee meeting to order on October 4, 2011 at 11:05am EST. Attendance is included in Attachment A. There were 7 committee members present.

The revised minutes from the Sept 1, 2011 meeting were reviewed. Justin made a motion to accept the minutes. Jan seconded the motion and it was unanimously approved.

2. Revisions to SOP

Doug and Tracy agreed previously to work on SOP 5-105. Calista will also work on this SOP. Calista is planning to interview the lead evaluators to find out what worked and what didn't. This information will help with the update. The SOP needs to reflect what was done and it needs to close the holes that were found in the SOP when it was used. This needs to be done by December.

Kim Watson will be working on the Voting SOP. She would appreciate any comments within the next month. One change will be to make it simpler to vote without needing multiple meetings before a vote can occur. The NELAP SOP is on the TNI website and will be helpful for drafting language.

Jan is working on the Nomination SOP and hopes to have something for the committee to look at during the next meeting.

3. Confidentiality Concerns

Keith will bring this up during the next TNI Board Meeting. There is an agreement in the NEFAP Evaluation SOP and perhaps this could be shared with the TNI Board.

The NEFAP general operating SOP should be reviewed to see if any additional language is needed to ensure confidentiality. Keith will take a look at this and check with Jerry to see what TNI has. While on the call, Keith did not see anything in SOP 5-101.

Tracy will look at how the AB reports will be reviewed by the Executive Committee. There may be Confidentiality issues. The ABs are not mutually recognizing each other and they should not be seeing each other's reports. NELAP does not have this issue.

Marlene is concerned about where files are being stored. Keith commented that ACLASS destroys distributed supporting documents 10 days after their final use after a decision has been made on accreditation.

Keith also provided some examples of issues regarding US antitrust laws. This raised some issues on how the ABs are voting on each other as currently outlined in our SOPs. This is a specific NEFAP issue.

Cheryl commented that perhaps there needs to be a subgroup that does not include ABs when the reports are reviewed. The subgroup could make a recommendation to the EC and then the ABs would not vote for acceptance of another ABs accreditation due to confidentiality issues. Marlene noted that including some NELAP ABs in the subgroup review might be an option to help. Keith thinks there might need to be more staff review.

Tracy commented that there could also be issues with FSMOs voting that are applying to the ABs. The evaluation process and voting needs to be carefully reviewed and these issues need to be considered. Keith does not have an issue with FSMOs voting. They can note their conflict and the EC can determine if the conflict is an issue.

There is an administrative review at the end of the evaluation. What do the voters really need to see? Different options were suggested. Is the second layer of review needed?

This will be discussed at the next meeting when more ABs will be present on the call.

#### 4. Standards Interpretation SOP

No one has made any comments on this SOP. The committee would like to close this and pass it along for finalization. *(Note: A clarification needs to be made – this is not a TNI wide SOP. It is a NEFAP SOP that will need to be voted on by the NEFAP EC. This can be discussed at the next meeting.)*

#### 5. Advocacy

Justin noted that there are 4 -5 presentations coming up. The EPA presentation needs to be worked on, but a date has not been given for the presentation yet. The white paper needs to be revisited and finished by Justin.

A NEFAP presentation is being worked on by Justin and Marlene. Speaker notes will be added and it should be complete by the end of the year.

People have been contacting Marlene with questions about TNI and attempts to understand that there is a NEFAP and a NELAP. There is some confusion being expressed. More education is needed.

#### 6. Recognition Agreement (10-3-2011)

Marlene got comments from committee members. She has incorporated them and sent a new DRAFT out. People should provide comments within the week.

Keith commented on Section 8 regarding the seal. The language is confusing because the term symbol is used too. There should also be mention of the FSMO seal. There is also discussion about a TNI seal, but this should be more specific. Are there color or size requirements?

## 7. Action Items

Comments can be found in Attachment B.

## 8. New Business

Need to start reviewing the charter for the next meeting.

## 9. Next Meeting

The next meeting of the NEFAP Executive Committee will be November 15<sup>th</sup> at 11am EST. (*Note: Date switched by e-mail to the 22<sup>nd</sup>.*)

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

The meeting was adjourned at 12:15pm EST. (Motion: John Second: Cheryl Unanimously approved.)

**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>
Keith Greenaway (Vice-Chair) <b>Present</b>	ACLASS	AB	(703)836-0025	<a href="mailto:keith.greenaway@aclasscorp.com">keith.greenaway@aclasscorp.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	calista.daigle@gmail.com
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>Present</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>
Doug Leonard  <b>Absent</b>	LAB	AB		
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> <b>Tracy Szerszen</b>	PJ Laboratory Accreditation, Inc.	AB	(248)709-0096	<a href="mailto:dberg@pilabs.com">dberg@pilabs.com</a> <a href="mailto:douglaslberg@gmail.com">douglaslberg@gmail.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>Absent</b>	Consultant	Other	(908)233-9624	<a href="mailto:mwmilleranaly@yahoo.com">mwmilleranaly@yahoo.com</a>
Lauren H  <b>Absent</b>	A2LA	AB	(301)644 3216	<a href="mailto:bconner@a2la.org">bconner@a2la.org</a>
Seb Gillette  <b>Absent</b>	DOD	Other		
Justin B. Brown  <b>Present</b>	EMT	FSMO	(847)324 3350	<a href="mailto:jbrown@emt.com">jbrown@emt.com</a>
Ilona Taunton (Program Administrator) <b>Recorded</b>	The NELAC Institute		(828)712-9242	<a href="mailto:tauntoni@msn.com">tauntoni@msn.com</a>

**Attachment B**

**Action Items – NEFAP Board**

	<b>Action Item</b>	<b>Who</b>	<b>Expected Completion</b>	<b>Actual Completion</b>
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	12/31/11	Moved responsibility for action item to Calista. Take a look at inconsistencies in responses in application.
52	Prepare an AB Evaluation Flowchart.	Keith	Savannah	Marlene will resend flowchart. 10/4: Still needs to be sent.
60	Review DRAFT NEFAP SIR SOP	All	Dec 2011	Complete
61	Work on Contract with ABs.	Marlene	Next Meeting	In Process
63	Consider need to formally adopt Vol 3 and Vol 4 – PT Provider and PTPA standards.	All	Next Meeting	In Process
68	Review FSMO Checklist to ensure all changes have been made.	Mike	Next Meeting	Complete
70	Send PT Policy with Doug's comments to Policy Committee.	Marlene	9/15/11	Complete
71	Review Charter before November meeting.	All	Nov 15 <sup>th</sup>	
72	Work on update of SOP 5-105. Word version is needed.	Tracy Doug Calista	Nov 15 <sup>th</sup>	
73	Discuss confidentiality issues at TNI Board Meeting.	Keith	October Meeting	

**Attachment C**

**Backburner / Reminders – NEFAP Board**

	<b>Item</b>	<b>Meeting Reference</b>	<b>Comments</b>
1	Establish Stack Testers Subcommittee	2-18-10	DELETE – Done in FAC
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	DELETE
4	Review Charter.	October 2011	
5	Set-up voting process for Nominating Committee.	Jan / Marlene	January 2012