

**NEFAP Executive Committee  
Meeting Summary  
November 19, 2013**

1. Roll call:

Chair Kim Watson called the NEFAP Executive Committee meeting to order on November 19, 2013 at 2pm EST. Attendance is included in Attachment A. There were 10 committee members present. Associate Members: Mike Miller, William Batschelet.

The minutes from the October 10th meeting were reviewed. Paul motioned to accept the minutes as emailed. The motion was seconded by Justin and approved (Vote: 8 – For 1- Abstain (John) 0 – Against).

2. Nominating SOP

Kim presented the changes made to the SOP.

Tracy asked about how many recognized ABs we have. John suggested that it be clear that Preliminarily Recognized ABs are included as Recognized ABs. There was concern expressed about using the term Preliminary AB in the SOP. It was decided that this term should not be used.

Kim will make the changes and re-distribute the SOP to the committee for final comment. The SOP will be voted on at the December meeting.

3. Charter

The charter was reviewed. Carl motioned to accept the charter. Paul seconded the motion and it was unanimously approved. The Charter will be forwarded to the Board of Directors as soon as the updated Nominating SOP is approved by the committee. There are changes incorporated into the committee membership chart that are based on this SOP.

4. Recognition Committee

The Recognition Committee presented the recommendation in Attachment B.

Paul motioned to receive the recommendation and acknowledge A2LA as a fully recognized NEFAP AB. The motion was seconded by Justin and unanimously approved.

Ilona will prepare a TNI Agreement to send to A2LA prior to the next meeting and a certificate will be issued to A2LA.

## 5. New Business

- We will need to form a Nomination Committee in December or early January. We will need to have everything to William by late February/early March so he can set-up the voting process.

## 6. Next Meeting

The next meeting of the NEFAP Executive Committee will be planned by e-mail.

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

The meeting was adjourned at 3pm EST. (Motion: Paul Second: Carl Unanimously approved.)

**Attachment A**  
**Participants**  
**TNI NEFAP Executive Committee**

<b>Members</b>	<b>Affiliation</b>	<b>Balance</b>	<b>Contact Information</b>	
Kim Watson (Chair) <b>Present</b>	Stone Environmental Inc	FSMO	(802)229-2196	<a href="mailto:kwatson@stone-env.com">kwatson@stone-env.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>Present</b>	Dade Moeller	FSMO	(225)485-2007	<a href="mailto:calista.daigle@gmail.com">calista.daigle@gmail.com</a> <a href="mailto:calista.daigle@moellerinc.com">calista.daigle@moellerinc.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>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>Absent</b>	AIHA	AB	703-846-0789	<a href="mailto:cmorton@aiha.org">cmorton@aiha.org</a>
Doug Leonard <b>Present</b>	LAB	AB	260-637-2705	<a href="mailto:dleonard@l-a-b.com">dleonard@l-a-b.com</a>
Nilda Cox <b>Present - Andora</b>	Eurofins Eaton Analytical Inc	Other	626-318-8517	<a href="mailto:nildacox@eurofinsus.com">nildacox@eurofinsus.com</a>
Doug Berg <b>Present – Tracy joined in late.</b>	PJ Laboratory Accreditation, Inc.	AB	(248)709-0096	<a href="mailto:dberg@pjlabs.com">dberg@pjlabs.com</a> <a href="mailto:douglasberg@gmail.com">douglasberg@gmail.com</a>
Paul Bergeron <b>Present</b>	LELAP	AB	225-219-3247	<a href="mailto:Paul.bergeron@la.gov">Paul.bergeron@la.gov</a>
Carl Kircher <b>Present</b>	Florida DOH	AB	904-791-1574	<a href="mailto:Carl_kircher@doh.state.fl.us">Carl_kircher@doh.state.fl.us</a>
Lauren Smith <b>Present</b>	A2LA	AB	(301)644 3216	<a href="mailto:lsmith@a2la.org">lsmith@a2la.org</a>
Seb Gillette <b>Absent</b>	DOD	Other	(210) 395-8434	john.gillette.1@us.af.mil
Justin B. Brown <b>Present</b>	EMT	FSMO	(847)324 3350	<a href="mailto:jbrown@emt.com">jbrown@emt.com</a>
Jack Farrell	AEX	Other	(407)331-5040	<a href="mailto:aex@ix.netcom.com">aex@ix.netcom.com</a>

<b>Members</b>	<b>Affiliation</b>	<b>Balance</b>	<b>Contact Information</b>	
<b>Absent</b>				
Ilona Taunton <i>(Program Administrator)</i> <b>Present</b>	The NELAC Institute		(828)712-9242	<a href="mailto:tauntoni@msn.com">tauntoni@msn.com</a>

## Attachment B

November 19, 2013

Ms. Kim Watson  
Chair, NEFAP Executive Committee

### **National Environmental Field Activities Program Recognition Subcommittee Recommendation**

The National Environmental Field Activities Program (NEFAP) evaluation team assigned to the evaluation of American Association for Laboratory Accreditation (A2LA) has completed its evaluation of this Accreditation Body (AB).

The NEFAP Recognition Subcommittee has completed the review of the Evaluation Team's objective evidence of findings. We find the following as required by TNI SOP 5-105 Evaluation Procedure:

- (1) the process was unbiased
- (2) the process demonstrated a consistent interpretation of the standard (by the accreditation body)
- (3) the process was complete (demonstrated all elements of TNI FSMO Volume 2 were performed by the AB for assurance of the FSMO implementation of TNI FSMO Volume 1.)

The evaluation consisted of the following: 1) a technical review of the A2LA application for recognition and its supporting documentation and 2) a witness evaluation of an FSMO assessment. The Recognition Subcommittee reviewed the following documentation.

- 1) The evaluation team's document review report completed on August 8, 2011 and Preliminary Recognition letter dated August 14, 2011.
- 2) The ILAC recognition documentation as meeting ISO/IEC 17011, APLAC/IAAC Reevaluation Report (March 2010) and Letter (May 31, 2010).
- 3) The witness assessment of an FSMO performed on May 13-15, 2013 and reported June 20, 2013.
- 4) Evaluations team records on the A2LA evaluation submitted by the lead evaluator on August 14, 2013.
- 5) Application, evaluator training records, conflict of interest forms and examples of Scope and FSMO certificates provided by the TNI Evaluation Coordinator and sent to the Recognition Committee Chair on June 1, 2013 and to the committee members on August 21, 2013.

The Evaluation Team members are:

- o Jason Stine, Lead Evaluator
- o Kim Watson, Technical Evaluator

The evaluation teams records of qualifications meet the requirements of the TNI SOP 5-105 Evaluation Procedure.

### **Conclusion**

In accordance with SOP-5-105-Rev 1-NEFAP-Evaluation-Procedure, we have reviewed copies of the evaluation team's document review report, American Association for Laboratory Accreditation Accreditation's (A2LA) document review report corrective action response, the evaluation team's onsite evaluation report including the witness evaluation of A2LA's assessment of an applicant conformity assessment body (CAB), and documentation of A2LA's corrective action implementation. We have reviewed the evaluation team's objective evidence of findings and are assured that it is 1) unbiased, 2) demonstrates a consistent interpretation of the standard, and 3) is complete (demonstrates that all elements of TNI FMSO Volume 2 are performed by A2LA for assurance of the CAB's implementation of TNI FMSO Volume 1).

The Recognition Subcommittee recommends recognition of A2LA for conformance to the TNI NEFAP requirements effective November 19, 2013 and expiring on November 20, 2017.

The Recognition Subcommittee will submit comments and recommendations to the Executive Committee related to process improvements before the NEFAP EC December meeting.

The Subcommittee would also like to commend the work of the Evaluation Team on the details in the records and thoroughness of the evaluation process.

Sincerely,

Recognition Subcommittee Members:

Marlene Moore, Advanced Systems, Inc., Chair  
William Batschelet, US EPA Region 8 Laboratory  
Paul Bergeron, Louisiana Department of Environmental Quality  
John Moorman, South Florida Water Management District  
Dane Wren, Wren Consulting

Copied:  
American Association for Laboratory Accreditation  
NEFAP Evaluation Coordinator  
TNI Board of Directors

**Attachment C**  
**Action Items – NEFAP Executive Committee**

	<b>Action Item</b>	<b>Who</b>	<b>Expected Completion</b>	<b>Actual Completion</b>
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 moth	Doug L.	4/22/13	4/22/13: It has been distributed and needs to be put on agenda for review.
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.
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	
121	Forward mailing list for survey to Ilona for further distribution of the survey.	Justin	10/1/13	Not able to find – cancel action item.
122	Send mailing list to Ilona for survey.	Justin	10/17/13	Not able to find – cancel action item.
123	Send Ilona survey that needs to be mailed	Mike Miller	10/24/13	

	<b>Action Item</b>	<b>Who</b>	<b>Expected Completion</b>	<b>Actual Completion</b>
	out.	Kim		
124	Send Presentation slides to committee members.	John	10/15/13	
125	Prepare update to Nomination SOP for committee review in November.	Kim	11/1/13	Complete
126	Contact the Evaluation SOP update subcommittee to see if Ilona can provide assistance.	Ilona	10/17/13	Complete
127	Update Charter when Nomination SOP is completed.	Ilona	TBD	Complete
128	Finalize Nomination SOP and distribute to committee for Dec vote.	Kim	12/13/13	
129	Prepare Agreement and Certificate for A2LA.	Ilona	12/15/13	



**Attachment D**

**Backburner / Reminders – NEFAP Executive Committee**

	<b>Item</b>	<b>Meeting Reference</b>	<b>Comments</b>
4	Review Charter.	October 2013	
6	Evaluate how to handle adding additional ABs. Impact on committee size.	8-6-12	Next meeting
7	Evaluate overlap issue with NELAP and DoD ELAP regarding mobile labs.	8-6-12	Part of Mobile Lab Subcommittee work. Delete
8	Nomination SOP needs to be updated.	3-28-13	6-12-13: Comments have been received from the Policy Committee that need to be addressed.
9	Determine need for a policy or statement regarding the assessment of sampling.	4-22-13	
10	Form Nomination Committee to develop new member recommendation for vote in March 2014.	10-10-13	

## Attachment D

*From John Moorman:*

I attached a draft stakeholder policy that was discussed recently by the PC. Note I added that the EC (*Board*) chair is notified. I thought this would be prudent since, in practice, the chair reviews the stakeholder assignment for applicability and assess balance for the committee and therefore should be in the loop.

Note also there is daft language in the bylaws revision that states the following:

“Balanced representation” as used within the context of participation on a Board or Committee of TNI means that no stakeholder group has a majority of voting members and all stakeholder groups are represented. Default stakeholder groups are:

- Accreditation bodies and other governmental agencies that operate environmental accreditation programs.
- Laboratories and other organizations directly involved in providing sampling and environmental measurements, and
- All others.

A core program or a committee unaffiliated with a core program may define a different set of stakeholder groups to better represent the program’s or committee’s constituency or to ensure balanced representation among its members. Assignment of any stakeholder groups different from the default groups specified in this Section shall require approval by the Board of Directors.

Please read and lets discuss this further. I think there is wiggle room if we define a separate stakeholder group for the EC.