

**NEFAP Executive Committee
Meeting Summary
December 1, 2010**

1. Roll call and approval of minutes:

Chair Marlene Moore called the NEFAP Executive Committee meeting to order on December 1, 2010 at 2pm EST. Attendance is included in Attachment A. There were 12 committee members present on the call.

2. 2007 Standard Update – Missed Changes

The fifteen changes Jan made are being reviewed by Jane Wilson and then they will be forwarded to Jan Wlodarski for final formatting and posting.

The checklists are impacted by the corrections to the standard. Kim is working on the FSMO checklist and should be done with the update by the end of December. The AB Checklist was updated by Calista and has been passed on to Mike for review. He will send it out to everyone when he is done with his review.

Neither of the checklists can be simply posted on the website because of the ISO language. We will have people ask for a copy and then they will need to show ownership of either the TNI standard or the original ISO document. Once ownership is confirmed, a copy will be forwarded.

3. Standard Interpretation Request (SIR)

Ilona will work on the first DRAFT of this SOP with a goal to have it complete before the next meeting.

4. Voting SOP

NELAP is working on an update to the SOP to accommodate electronic voting. Their procedure already includes more flexibility as to how motions for voting arise. Ilona will forward a copy of the final DRAFT of this SOP when it is complete to Kim so that she and Ilona can work on an update to the NEFAP Executive Committee's voting procedures. This should be complete by the next meeting.

5. January Face-To-Face Meeting in Savannah, GA

Marlene asked if anyone would be willing to coordinate this meeting. There were no volunteers, so the meeting will be planned through regular meetings.

Suggestions for the Savannah meeting:

- Do the business portion in the morning and do training in the afternoon (1:30 – 3 pm).
- Do some sort of FSMO training? Something that will help them get ready. Maybe something as simple as a review of the standard. ABs that are planning to apply could put something together to get FSMOs up to speed.
- EPA is very interested in this. Prepare a presentation on: What does it take to be accredited?

Marlene will put together an outline for the program in the morning and some more detail for the presentation in the afternoon. What does it take to get accredited and what does accreditation mean?

Can we do more to get information about this session out to the community it relates to. Are there organizations that should be contacted that can share information about this meeting with their membership? Justin and JoAnn can look into this as part of their work in Advocacy.

6. AB Evaluation

Assessors involved in the AB Evaluation will be compensated for travel by the AB being assessed.

Assessors with technical background are still needed to round out the first assessment team. Doug has talked to a few people who will be sending in applications.

Marlene is now looking at scheduling the AB Assessor Training webinar in January.

PJLA and A2LA are still hoping to get their applications in by the end of the month.

7. Committee Invitations

The new Environmental Measurement Methods Committee (EMMC) and the PT Executive Committee have extended invitations for nominations to these committees. A person can only serve on one Expert Committee. The EMMC is a standard setting expert committee, so someone cannot be on that committee and FAC. Nomination forms can be found on the TNI website for anyone interested in applying.

8. New Items

- None

9. Next Meeting

The next meeting of the NEFAP Executive Committee will be Thursday, January 6th at 2pm EST.

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

The meeting was adjourned at 3:10 pm EST. (Motion: Kim Second: Mike 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 Present	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 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 Margie – Present Cheryl joined late in the call.	AIHA	AB	703-846-0789	cmorton@aiha.org
Jan Wilson Present	CAMMIA Environmental	Other	(360)904-8416	WQL@aol.com
Doug Berg Present	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 Present	Stone Environmental Inc	FSMO	(802)229-4541	kwatson@stone-env.com
Michael Miller Present	Consultant	Other	(908)233-9624	mwmilleranaly@yahoo.com
Brian Conner Randy Present	A2LA	AB	(301)644 3216	bconner@a2la.org
Michelle Henderson Absent	USEPA	Other	(513)569-7353	Henderson.Michelle@epamail.epa.gov
Justin B. Brown Present	EMT	FSMO	(847)324 3350	jbrown@emt.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
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.	Marlene	10/4/10	
45	Send out Voting SOP for review and comment for a possible update.	Ilona	When NELAP update is complete.	
46	Compile questions captured in original DRAFT version of AB evaluation checklist. Marlene forwarded.	Kim Mike	11/15/10	
47	Finalize DRAFT FSMO checklist for next meeting.	Kim	12/31/10	
48	Update 2007 standard with 15 missed changes. Forward to Jane Wilson.	Jan	11/22/10	Complete
49	Update FSMO checklist based on Jan's changes.	Kim	12/31/10	
50	Update AB Evaluation Checklist based on Jan's changes. Mike will review the changes.	Calista	12/3/10	Complete – Mike still needs to review. See below.
51	Prepare first DRAFT of SIR SOP.	Ilona	1/6/11	
52	Prepare an AB Evaluation Flowchart.	Keith	1/5/11	
53	Add note to the website to encourage people to send in comments on the standard as they implement it. Post with the updated standard.	Ilona	TBD	
54	Mike finish review of AB Checklist sent by Calista – forward to Committee	Mike	12/31/10	

	Action Item	Who	Expected Completion	Actual Completion
	members when done.			
55	Prepare an outline for the meeting in Savannah and put together more details for the training portion.	Marlene	1/6/11	
56	Send information about the meeting in Savannah to other organizations that may have membership that would be interested.	Justin JoAnn	1/6/11	

Attachment C

Backburner / Reminders – NEFAP Board

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