

**NEFAP Executive Committee
Meeting Summary
December 17, 2013**

1. Roll call:

Chair Kim Watson called the NEFAP Executive Committee meeting to order on December 17, 2013 at 2pm EST. Attendance is included in Attachment A. There were 11 committee members present. Associate Members: Marlene Moore, Mike Miller, William Batschelet.

The minutes from the November 17th meeting were reviewed. Nilda asked that her attendance be corrected to state that Andora was present instead of her. Paul motioned to accept the minutes with the attendance change. The motion was seconded by Carl and unanimously approved.

2. Mobile Lab Subcommittee

The subcommittee needs to meet to determine which version of the survey needs to go out.

Mike would like hard copies of the survey available at the meeting or a place people can download it from the internet. Kim and Mike will talk off-line to plan a committee meeting.

Ilona noted that she needs the subcommittee to provide her with what they want to send out.

3. SOP Updates

Nomination SOP

Kim presented the changes made to the SOP.

Jack asked if the membership matches up with TNI policy. Yes.

Jack motioned to accept the SOP as distributed. The motion was seconded by Paul.

Discussion:

Nilda asked about Section 5.4. If the committee can have only 18 members, she was concerned that the Other section totals would make the committee larger. Ilona pointed out that the Other section has recommendations, not requirements. Marlene expressed a concern about what happens if there are only 3 ABs? It was pointed out that the goal is

that no group have dominance – so it would be OK to have 3 ABs, 4 FSMOs and 5 Others. No group in this example would have dominance in a voting situation. The TNI Board reviews all Program Executive Committee Charters and ensures balance and no dominance before approval. Ilona noted that this SOP will need to be updated again when more ABs become part of the program. A new structure may be needed at that time, but the current language works today.

The SOP was unanimously approved.

The SOP will be forwarded to the Policy Committee and posted on the NEFAP site as a Preliminary/Interim SOP. The charter will also be forwarded to the TNI Board.

Evaluation SOP

Marlene and the subcommittee have not been able to work on this SOP. Marlene asked Ilona to go back through the evaluation process and pull all current forms that are used and provide this information for the update to the SOP.

Marlene also commented that all the minutes need to be reviewed for other comments about needed updates to the SOP. Carl did some of this, but it needs to be completed. Kim and Ilona will look at pulling this together.

Kim will work with Marlene and the subcommittee to get a current version of the DRAFT to continue to update the SOP. The subcommittee working on this SOP include Marlene Moore, Justin and Carl.

4. Recognition Committee

The Recognition Committee presented a letter with recommendations for changes to the AB evaluation process (Attachment B).

Marlene reviewed the recommendations in the letter. The April recommendations are still included because the Evaluation SOP is still being updated.

The Recognition Committee is suggesting that a guidance document be prepared to help with scope inconsistencies they are seeing. The Recognition Committee does not think putting this into an SOP would be appropriate. It should be strictly guidance to educate and provide possible examples.

Mike asked if the FSMOs have SOPs for their sampling procedures. Marlene and Kim agreed that they do.

Kim will put together an outline for a guidance document that can be discussed and updated at the January meeting. Once this outline is complete it will need to be submitted to the Policy Committee for a guidance document number and initial approval. Justin spoke for the FAC and would like to be involved in this process. Kim and Justin (Chair – FAC) will talk offline about how the two committees can work together.

Mike asked about the ILAC Scope of Accreditation document referred to in the recommendation letter. Marlene directed him to www.ILAC.org and then go into their documents section - you will find the Scope of Accreditation document. It provides information on how scopes are written.

5. Kentucky Meeting

Kim checked to see who will be attending the January meeting. She would like to work on the outline of the scope guidance document and the Evaluation SOP at the meeting.

Kim would like a call-in number for the meeting. The agenda needs to be looked at to see if a call-in is needed. If the guidance document and Evaluation SOP are being worked on, it would be nice to have additional input because these are critical documents. The committee will be sent an e-mail after the agenda is developed to see if anyone would call-in if a line were provided.

6. New Business

- We will need to form a Nomination Committee in early January. We will need to have everything to William by late February/early March so he can set-up the voting process. There are certain time frames we have to observe in the Nomination SOP in order to meet this target.

7. Next Meeting

The next meeting of the NEFAP Executive Committee will be in Kentucky. Kim would like to use January to work on the various documents that are needed for the January discussion in Kentucky.

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: Jack 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
Scott Evans Absent	Clean Air Engineering	AB	847-654-4569	sevans@cleanair.com
John Moorman Absent	Water Quality Monitoring Division, South Florida Water Mang District	FSMO	(561)753-2400 x4654	jmoorma@sfwmd.gov
Cheryl Morton Present - Geneva	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 Absent	PJ Laboratory Accreditation, Inc.	AB	(248)709-0096	dberg@pjlabs.com douglasberg@gmail.com
Paul Bergeron Present	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 Q.	A2LA	AB	(301)644 3216	lsmith@a2la.org
Seb Gillette Present	DOD	Other	(210) 395-8434	john.gillette.1@us.af.mil
Justin B. Brown Present – Added later.	EMT	FSMO	(847)324 3350	jbrown@emt.com
Jack Farrell	AEX	Other	(407)331-5040	aex@ix.netcom.com

Members	Affiliation	Balance	Contact Information	
Present				
Ilona Taunton <i>(Program Administrator)</i> Present	The NELAC Institute		(828)712-9242	tauntoni@msn.com

Attachment B

To: NEFAP Executive Committee

From: Recognition Committee Members

Date: December 15, 2013

Subject: Recognition Committee Report

The Recognition Committee completed its second review of the process for fully recognizing an accreditation body (AB).

As stated in the Evaluation SOP 5-105:

Recognition Committee Members are assigned the following tasks:

- Review the Evaluation Team observations and objective evidence on the evaluation performed of the designated AB.
- Provide a decision on the recognition of the AB for conformance to the TNI NEFAP requirements.
- Submit a letter on the decision to the AB, EC, Executive Committee and TNI Board of Directors.

The letter on the decision was submitted to the NEFAP EC on November 19, 2013.

The Recognition Committee requests that the NEFAP EC continue to consider the recommendations in the report dated April 16, 2013 that involved updating NEFAP SOP 5-105 and making process improvements:

From April 16, 2013

1. Document/record control
 - a. Section 5.6 in SOP 5-105 needs to be updated to include that the most recent document version needs to be sent to Committee members. This should be a responsibility of the Evaluation Coordinator.
Note: This worked well in the second process. No documents were distributed to the committee members until the final report was received and people were ready to begin their review.
2. Information needed for review of completeness needs to be listed in the SOP 5-105 Section 6.11.
 - a. Evaluation checklist with objective evidence observed of conformance or nonconformance to the TNI Volume 2 requirements.
 - b. Qualifications (resume, training, COI statements, etc.) of the Evaluation Team to ensure SOP 5-105 requirements were met.
 - c. ILAC letter and evaluation report.
 - d. Completeness checklist.
 - e. Application information with attachments
3. SOP examples
 - a. The recognition letter requires updating for consistency with the procedure. The letter in the SOP is from the Executive Committee and not from the Recognition Committee.
 - b. The checklist of materials to be sent to the Recognition Committee should be considered for inclusion in the SOP.

In addition to the previous report, the Recognition Committee provides the following recommendations:

1. Evaluate need for language changes to SOPs to clarify that FSMO assessors must have the field related experience for the assessment they are doing and that this experience is documented. This includes experience and competence required (6.2.1) and the specific scopes of demonstrated competence (6.2.3) for each assessor.
2. Update all SOP attachments to ensure they are current with the procedure. Review all transmittal letters to prepare templates for the SOP.
3. In the process, the Recognition Committee should receive a DRAFT copy of the evaluation report before it is distributed to the AB.

The Recognition Committee would also like to provide the NEFAP EC with the following observation:

Currently the ABs are demonstrating different ways to address the scope of accreditation for sample collection methods, technologies. It is not consistent and appears to depend on the AB staff and assessor knowledge/experience with sample collection. (This is not the same as field measurements, which are more consistently handled.)

There is no guidance or information for the ABs and evaluators to review which provides information related to sample collection technologies, methods or other groupings. There are many sources of information and examples used by agencies and users of FSMOs services. It is suggested the NEFAP EC consider developing a guidance document or information source piece to help ABs, evaluators and FSMOs to understand ways of grouping the scope. One document that could be reviewed is the ILAC scope of accreditation document.

Please contact me with any questions you might have regarding these recommendations and the observation.

Sincerely,

Marlene Moore
Chair, NEFAP Recognition Committee

Attachment C
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 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. 12/17/13: Kim will help with this.
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.
123	Send Ilona survey that needs to be mailed out.	Mike Miller Kim	10/24/13	
124	Send Presentation slides to committee	John	10/15/13	

	Action Item	Who	Expected Completion	Actual Completion
	members.			
128	Finalize Nomination SOP and distribute to committee for Dec vote.	Kim Ilona	12/13/13	Complete
129	Prepare Agreement and Certificate for A2LA.	Ilona	12/15/13	Complete
130	Prepare DRAFT outline for Scope Guidance Document	Kim	1/24/14	
131	Review minutes to find information for Evaluation SOP.	Kim Ilona	1/15/14	
132	Form Nomination Subcommittee	Kim	1/15/14	
133	Update format and send Nomination SOP to Policy Committee.	Ilona	1/25/14	
134	Send Charter to TNI Board.	Ilona	1/6/14	

Attachment D

Backburner / Reminders – NEFAP Executive Committee

	Item	Meeting Reference	Comments
4	Review Charter.	October 2013	
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	
10	Form Nomination Committee to develop new member recommendation for vote in March 2014.	10-10-13	