

**NEFAP Executive Committee  
Meeting Summary  
February 1, 2012**

1. Roll call:

Chair Marlene Moore called the NEFAP Executive Committee meeting to order on Wednesday, February, 2011 at 1:15pm EST in Sarasota. Attendance is included in Attachment A. There were 15 committee members present.

The minutes from the December 19, 2011 meeting were reviewed. Scott made a motion to accept the minutes with the amendment. Doug Berg seconded the motion and they were unanimously approved.

2. Program Over view

See slides in Attachment B.

The accreditation flowchart recently prepared was reviewed with the TNI membership.

The four ABs that are seeking FSMO applicants are A2LA, ACLASS, LAB, and PJLA. The first FSMO application was received this week. The FSMOs are writing Quality Manuals and SOPs to have them in place before applying.

In starting to use the Evaluation SOP, it was recognized that it needs to be updated to take care of some potential implementation issues.

3. Nomination Committee Report

The Nomination SOP has been rewritten and is ready for voting today. Jan contacted the Executive Committee Membership to find out how many years they are able to continue to serve. This allows the Executive Committee to stagger their membership over 3 years since the term is 3 years for new members.

A motion was made by Mike Miller (by e-mail 1/25/12) to approve the Nomination SOP. The motion was seconded by Cheryl. The motion was unanimously approved. Kim Watson also gave a vote by e-mail: For (1/26/12.)

Bios will be needed by February 15<sup>th</sup>. Please send to Ilona and she will get them to William.

How many days is the vote open? A motion was made by Doug Berg that the voting period be open for 14 days. The motion was seconded by Mike Miller. There was no further discussion. The motion was unanimously approved.

The slate of candidates can be found in Attachment B. Note that the FSMOs listed are not accredited and in the future, accredited FSMOs will be added to the Executive Committee. There are presently no time limits on how long you can be on the Executive Committee.

#### 4. Evaluation Process SOP

Tracy provided an overview of changes to the SOP:

- There were some concerns about ABs voting on the approval of ABs. Part of this is a result of issues with many of the AB's ILAC accreditation. Maybe there should be a recognition committee that actually votes ABs in? There have also been some qualifications discussed for the Recognition Council members. Keith Greenaway commented that the Lead Evaluator will be putting a recommendation forward. TNI staff will review whether the process was followed for accreditation, so it really is not necessary for a Recognition Council to be formed. This is not a mutual recognition issue. Marlene was concerned that it would be inappropriate for one TNI staff member to make the decision. Doug elaborated that the Recognition Council would be limited in membership because of conflict of interest.

Doug and Tracy proposed to review

- o Completeness
- o Recommendation letters
- o On site evaluation report
- o Corrective Action Plan

Essentially the same review items, but now it would be given to a limited group. The Lead Evaluator and Evaluation Coordinator could participate in the recognition council, but would not be voting members.

There is the point of ensuring the process has been followed. The lead evaluator can make a recommendation. Who makes the decision?

Need to also consider how the preliminary accreditations were handled. They were based on recommendation of the Lead Evaluator and then Executive Committee agreed with recommendation. Should this process stay the same?

Doug will pull out the items that need to be reviewed before a final decision is made. He will also include thoughts on training needed for a Recognition Council member.

#### 5. Input

Ways to expand the program:

- Doug – Can we ask NELAP ABs to help promote the FSMO accreditation?
- Bill Hall – How is this accreditation beneficial? Write something up and it can be shared with NELAP.
- Prepare a paragraph to the state assessor program.
- Justin is working on a white paper.
- Need tools.
- The fundamental process needs to be communicated.
- Still feels to some that the program is a moving target.

## 6. Action Items

Comments can be found in Attachment C.

## 7. New Business

- The flow chart prepared by Keith was never officially approved. Mike made a motion to approve the chart. The motion was seconded by Dane and unanimously approved.

## 8. Next Meeting

The next meeting of the NEFAP Executive Committee will be on Friday, February 17, 2012 at 11 am EST.

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

The meeting was adjourned at 5 pm EST. (Motion: Mike Second: Doug 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>Present</b>	Wren Engineering, P.A.	FSMO	(407)833-0061	<a href="mailto:dwren47@aol.com">dwren47@aol.com</a>
Calista Daigle  <b>Present</b>	Shaw Environmental & Infrastructure Group	FSMO	(225)987-7291 Cell: (225)485- 2007	calista.daigle@gmail.com
Scott Evans  <b>Present</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>Present</b>	LAB	AB		<a href="mailto:dleonard@l-a-b.com">dleonard@l-a-b.com</a>
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 - Present</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>
Kim Watson  <b>Present (Phone)</b>	Stone Environmental Inc	FSMO	(802)229-4541	<a href="mailto:kwatson@stone-env.com">kwatson@stone-env.com</a>
Michael Miller  <b>Present</b>	Consultant	Other	(908)233-9624	<a href="mailto:mwmilleranaly@yahoo.com">mwmilleranaly@yahoo.com</a>
Lauren Smith  <b>Present – Randy Querry</b>	A2LA	AB	(301)644 3216	lsmith@a2la.org
Seb Gillette  <b>Present</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>
Ilona Taunton (Program Administrator) <b>Present</b>	The NELAC Institute		(828)712-9242	<a href="mailto:tauntoni@msn.com">tauntoni@msn.com</a>




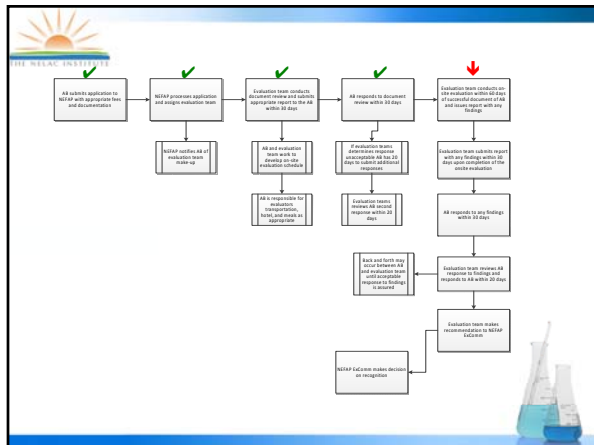

# NEFAP Executive Committee Meeting A National Accreditation Program for Field Sampling and Measurement Activities

Sarasota FL  
January 2012





# Agenda

- Introduction
- Approve minutes December meeting
- Review recognition process Presentation: M. Moore
- Review status of recognition of NEFAP ABs Presentation: M. Moore
- Questions/Comments from Attendees
- Nomination and preparation for vote for NEFAP Executive Committee - Report from Jan Wilson
- Working session on revising Evaluation SOP for final AB recognition - Session Leads: Tracy, Doug L, Callista -
- Review Action items -Lead: M. Moore
- Other Business




# Recognition Status

- Preliminary ABs announced
- ABs are awaiting applications
- Witness of assessment
- Complete recognition



- Questions/Comments




- Nomination Committee Report





## Nominations - Other


- Marlene Moore
- Mike Miller
- Jan Wilson
- John (Seb) Gillette
- Jack Farrell



## Nominations - AB


- Doug Berg (\*)
- Scott Evans
- Keith Greenaway (\*)
- Cheryl Morton
- Doug Leonard (\*)
- Lauren Hedrick (\*)

\* = Preliminary recognized AB





## Nominations - FSMO

- Justin Brown
- Calista Daigle
- John Moorman
- Kim Watson
- Dane Wren




## Evaluation Process

- Evaluation SOP review
- Present Changes proposed
- Need edits by Feb 16,
- Vote during February meeting



## Action Items

- Alternative names for members (39)
- FAQs (44)
- Contract Status – at Board
- NEFAP timeline (80-81)
- Term limits to Jan (83) – done
- Policy PT
- Next Meeting – February 23 – 1 PM eastern (?)



## 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	12/31/11	Still need this information. New date.
39	Give Alternate name to Ilona.	All	9/30/10	Ongoing
44	Start FAQs for Application.	Calista	12/31/11	Take a look at inconsistencies in responses in application. Calista will be resending her e-mail request.
63	Consider need to formally adopt Vol 3 and Vol 4 – PT Provider and PTPA standards.	All	Next Meeting	Will need to evaluate if policy covers this. It was sent to Policy Committee.
74	SOP-105 DRAFT update by December meeting. Calista will forward comments from Lead Evaluators to Tracy.	Doug L. Tracy Calista	12-19-11	Complete
75	Send copies of memos sent to ABs and Lead Evaluators during the first part of the evaluation process.	Marlene	12-4-11	
77	Send Final Voting SOP to Ilona and Jerry so voting procedures can be implemented.	Jan	Before 12-19-11	Ilona's discussion with William indicated there shouldn't be any problem.
80	Contact Lynn and Jerry to get OK to give Doug copy of NELAP Timeline	Marlene	1/27/12	Complete
81	Prepare NEFAP Timeline	Doug	2/23/12	
82	Send out e-mail vote for flow chart.	Marlene	12/20/11	Voted on during

	<b>Action Item</b>	<b>Who</b>	<b>Expected Completion</b>	<b>Actual Completion</b>
				meeting. Complete
83	Contact Jan to let her know your preferred term on the EC.	All	1/10/12	Complete



**Attachment D**

**Backburner / Reminders – NEFAP Executive Committee**

	<b>Item</b>	<b>Meeting Reference</b>	<b>Comments</b>
2	Develop procedure for electronic voting for new NEFAP Executive Committee members.	3-18-10	
4	Review Charter.	October 2012	
5	Set-up voting process for Nominating Committee.	Jan / Marlene	March 2012