

NEFAP Executive Committee
Meeting Summary
February 19, 2015

1. Roll call:

Kim Watson, Chair, called the NEFAP Executive Committee meeting to order on February 19, 2015 at 3:08 pm ET. Attendance is included in Attachment A. There were 9 committee members present. Associate Members present: Mike Miller, Marlene Moore and William Batschelet.

The meeting minutes were distributed by email. A motion was made by Paul to approve the February 4, 2015 meeting minutes as written. Justin seconded the motion and it was unanimously approved.

2. Mobile Labs Subcommittee

Kim asked about the conference call scheduled for tomorrow for this subcommittee. Some people did not receive invitations, so Ilona resent the invitation.

The immediate goal for this subcommittee is to get the survey out. Shannon will be helping with Survey Monkey.

3. SOP 5-102 - Voting

This discussion will be forwarded to the next meeting.

4. NEFAP Advocacy

Kim noted that her lab has been meeting with a company (AMEC – large engineering firm) and they asked about NEFAP. Their QA Manager will be talking to Kim.

TNI membership needs to emphasize that NEFAPs requirements are consistent with EPA FOG.

Justin has a white paper that needs to be reviewed and given to Advocacy. This is an action item that needs to be worked on.

Mike commented that the committee needs to be careful how the EPA document is referenced. We cannot indicate that EPA is endorsing our organization. Any direct references need to be taken directly out of the document so there are no issues.

Ilona will be following up on the brochure to get it finalized and printed.

Ilona noted that the NEFAP EC can start developing a team to work on a marketing and advocacy strategy. This will be the focus at the next meeting.

Harry has been sending Ilona some information on some of the larger conferences where NEFAP should plan to have some presence.

5. Nomination Committee

Nilda has added Maria Friedman (PTPEC Chair) to the Nomination Committee. She has also contacted Aurora Shields. Nilda noted that Cheryl (Past Nomination Committee Chair) has been working with her to get started.

The NEFAP EC needs to recruit members to the committee.

6. Policy Committee

Ilona has been attending Policy Committee calls until a permanent member can be found. Calista contacted Ilona about representing NEFAP on the Policy committee. This will be discussed at the next meeting.

7. FAC Update

Kim provided Justin with information on what labs list on electronic deliverables for sampling technique and provided him with a list of matrices. The FAC will use this to develop the Scope Guidance document.

Justin mentioned that Ken Jackson has sent out the notification needed to begin work on ANSI approval.

8. SIR

Kim will prepare a response for the committee to review at the next meeting. It does not appear it is an SIR. This will be discussed at the next meeting.

9. New Business

None.

10. Next Meeting

The next meeting of the NEFAP Executive Committee will be planned by email.

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

The meeting was adjourned at 3:50 pm EST. (Motion: Karl Second: Paul Unanimously approved.)

Attachment A

**Participants
TNI NEFAP Executive Committee**

Members	Affiliation	Balance	Contact Information	
Kim Watson (2017) (Chair) Present	Stone Environmental Inc	FSMO	(802)229-2196	kwatson@stone-env.com
Keith Greenaway (AB) (Vice-Chair) Absent	ACLASS	AB	(703)836-0025	keith.greenaway@aclasscorp.com
Calista Daigle (2016) Absent	Dade Moeller	FSMO	(225)485-2007	calista.daigle@gmail.com calista.daigle@moellerinc.com
Troy Burrows (2017*) Absent	STAC (Entec Services, Inc.)	AB	(800) 429-8445	TBurrows@entecservices.com
John Moorman (2015*) Absent	Water Quality Monitoring Division, South Florida Water Mang District	FSMO	(561)753-2400 x4654	jmoorma@sfwmd.gov
Cheryl Morton (2015*) Absent	AIHA	AB	703-846-0789	cmorton@aiha.org
Doug Leonard (AB) Absent	LAB	AB	260-637-2705	dleonard@l-a-b.com
Nilda Cox (2016*) Present - Andora	Eurofins Eaton Analytical Inc	Other	626-318-8517	nildacox@eurofinsus.com
Doug Berg (AB) Absent	PJ Laboratory Accreditation, Inc.	AB	(248)709-0096	dberg@pjlabs.com douglasberg@gmail.com
Paul Bergeron (2016*) Present	LELAP	AB	225-219-3247	Paul.bergeron@la.gov
Carl Kircher (2016*) Present	Florida DOH	AB	904-791-1574	Carl_kircher@doh.state.fl.us
Lauren Smith (AB) Absent	A2LA	AB	(301)644 3216	lsmith@a2la.org
Seb Gillette (2015*) Absent	DOD	Other	(210) 395-8434	john.gillette.1@us.af.mil
Justin. Brown (2015*) Present	EMT	FSMO	(847)324 3350	jbrown@emt.com
Jack Farrell (2015*) Absent	AEX	Other	(407)331-5040	aex@ix.netcom.com
Ilona Taunton (Program Administrator) Present	The NELAC Institute		(828)712-9242	tauntoni@msn.com

Attachment B
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 month	Doug L.	4/22/13	4/22/13: It has been distributed and needs to be put on agenda for review. 5/29/14: Will be on June 2014 agenda.
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. 1/29/14: Kim will update language. Ilona will update attachments. 4/2014: Ilona

	Action Item	Who	Expected Completion	Actual Completion
				updated SOP and distributed for review. See Action Item 141 for further progress on this item. Complete
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. 5/29/14: This will be added to the June 2014 agenda.
124	Send Presentation slides to committee members for review and comment. The slides will be used for future presentations about NEFAP.	John	10/15/13	
130	Prepare DRAFT outline for Scope Guidance Document	Kim	1/24/14	No longer needed. FAC is working on this.
135	Add Mobile Lab issue to charter.	Kim	3/15/14	
145	Check-in with Dane regarding membership.	Kim	7/15/14	Complete
149	Complete application to work on Scope of Accreditation Guidance and send to FAC for comment.	Kim	7/31/14	10/10: Kim will ask Justin.
153	Review documents coming from the FSMO Tools Subcommittee.	All	12/1/14	1/12: Continued
158	Review new FSMO Tool documents for issues with “should”, “shall”, confirm that additional requirements are not being imposed and look for possible AB conflicts.	Doug Leonard	3/5/15	
159	Review how new members are added to the Recognition Committee and find what	Ilona	Next Meeting	

	Action Item	Who	Expected Completion	Actual Completion
	the 4 year renewal date is.			
160	Receive additional recommendations from the Recognition Committee. Process recommendations.	All	2/19/15	
161	Check on brochure status.	Kim	2/28/15	Complete
162	Complete brochure and get to TNI to prepare for printing.	Ilona	Next Meeting	
163	Prepare SIR response.	Kim	Next Meeting	
164	Review White Paper.	Kim Justin	Next Meeting	

Attachment C

Backburner / Reminders – NEFAP Executive Committee

	Item	Meeting Reference	Comments
4	Review Charter.	October 2014	
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	