

NEFAP Executive Committee
Meeting Summary
March 30, 2015

1. Roll call:

Kim Watson, Chair, called the NEFAP Executive Committee meeting to order on March 30, 2015 at 12 pm ET. Attendance is included in Attachment A. There were 9 committee members present. Associate Members present: Mike Miller and William Batschelet.

The meeting minutes were distributed by email. Kim thought the SIR did not need a response because it was not a SIR. Ilona clarified that a response to the inquirer still needs to be done. The text does not need to be changed in the minutes.

A motion was made by Calista to approve the February 19, 2015 meeting minutes as written. Paul seconded the motion and it was unanimously approved.

2. Nomination Committee

Aurora Shields has agreed to be part of the Nomination Committee. Ilona commented that she has not seen any applications come in and the committee will need to reach out to possible candidates. Mike suggested looking at the last meeting rosters and look for possible candidates. Kim noted that a couple of new FSMOs have joined the FAC and Ilona mentioned that it is OK to have some crossover between the NEFAP EC and FAC. Ilona will call Harry and see if he has some interest. Kim will send Marlene a message to see if she has any ideas.

3. Marketing and Advocacy

Ilona let people know that Janice is finishing up the final changes that people sent in since the last meeting. She asked how many should be printed? After discussion it was agreed to ask for 1000 copies that Ilona will distribute as needed. Ilona will talk to Jerry about placing an order.

Kim will be sending out emails and talking to people to begin forming the marketing and advocacy subcommittee to establish a plan to better market NEFAP. Tracy volunteered to join this subcommittee. This will be further discussed next week. Kim encouraged other committee members to join the subcommittee and/or give her suggestions for membership.

Kim asked if the ABs could make sure their website makes it clear that the FSMOs are NEFAP accredited.

Ilona noted that the website has still not been updated with the changes we asked for back in January and February. She will follow-up with William. Ilona will also add the FSMO details in the next month. She has received this information from most of the ABs.

Marlene is working on a TNI Newsletter article on the LA acceptance of NEFAP. Kim is also working on an article regarding the Standards.

4. Policy Committee

Calista has volunteered to be the NEFAP representative on the Policy Committee.

A motion was made by Carl to have Calista be the NEFAP representative on the Policy Committee. The motion was seconded by Nilda and unanimously approved.

Ilona will forward Calista's information to the committee so they can begin their process for bringing on a new committee member.

5. Mobile Laboratory

Kim asked Paul to share what is happening in LA for mobile labs. When LDEQ implemented the 2009 standard in 2013 they communicated to the Source Evaluation Society through their newsletter that they would be accepting NEFAP accreditation. This was recently re-emphasized in LDEQ's last two newsletters: *MOBILE LABORATORY ACCREDITATION—LELAP offers state accreditation for non-instrumental sampling activities. The accreditation type for laboratory work performed by the stack tester may either be state or NELAP. LELAP offers both NELAP and state accreditation for instrumental methods. LELAP will recognize third body accreditation for stack testing based on the Louisiana Administrative Code or the 2009 TNI standard, field sampling and measurement organization sector. Contact Paul Bergeron for a list of third party accreditation bodies.*

The next Mobile Labs Subcommittee meeting will be on April 17th at 2pm Eastern.

6. Meeting Times

Kim would like to set up a permanent meeting time for this committee. After discussion, the committee preferred to meet on Fridays. The committee decided to meet the second Tuesday of the month at 11am Eastern.

7. Other

Kim will table the SIR and FAC updates until the meeting on April 10th.

8. New Business

None.

9. Next Meeting

The next meeting of the NEFAP Executive Committee will be April 10th at 11am Eastern.

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

The meeting was adjourned at 12:38 pm EST. (Motion: Paul Second: Carl 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) Present	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*) Present - Geneva	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	Eurofins Eaton Analytical Inc	Other	626-318-8517	nildacox@eurofinsus.com
Doug Berg (AB) Present - Tracy	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) Present	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	
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	

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	