

**NEFAP Executive Committee  
Meeting Summary  
May 22, 2012**

1. Roll call:

Chair Marlene Moore called the NEFAP Executive Committee meeting to order on Thursday, May 22, 2012 at 1:00pm EST. Attendance is included in Attachment A. There were 10 committee members present.

The minutes from the April meeting will be reviewed and approved during the June meeting.

2. Evaluation SOP

Marlene sent out the updated SOP on May 14<sup>th</sup> to all committee members.

Review:

Consistency and editorial issues will be addressed in the final review after the substance is agreed on.

Section 5:

5.4. Second bullet is now OK.

5.6.9 When will ABs be posted – together or individually? Is this an issue of competitive advantage?

Will work with William to figure out how best to post the NEFAP ABs. Need to include their contact information with links to their sites. Is there a way to distinguish the ABs that have completed the on-site, but make it clear all ABs can accept applications and there are no timing advantages?

5.8.4.2 Is more clarification needed? There are some trainings available on the TNI website. Is there a need to ensure the flow chart is reviewed, SOPs reviewed, etc?

Marlene and Justin will meet and review the TNI Training SOP (SOP 1-110) to ensure that NEFAP is developing a process to comply with Section 5.1.3 of this SOP.

Marlene and Justin's NEFAP overview presentation they are working on may be a help.

5.8 How many people make-up the recognition committee? The recommendation on the call was 3-5 members. How long do they serve? It was suggested it be for 4 years to keep a similar group through the process. Can they renew after 4 years or do they have to

resign? It was suggested that the EC be able to keep people on as they deem necessary. They would be reviewed every 4 years.

The committee will continue its review of this SOP on the next call.

### 3. Voting SOP

Marlene asked how the group felt about the current procedure where the EC needs to vote first to vote on matters related to accreditation matters. The vote may then occur at the next meeting.

The committee does want to change this. A quorum is needed to vote, but a vote does not need to be delayed to the next meeting.

Kim asked that Ilona review the SOP to see if anything else needs to be changed.

### 4. Action Items

See Attachment C for comments and updates.

### 5. New Business

- None.

### 6. Next Meeting

The next meeting of the NEFAP Executive Committee will be by conference call on Thu June 14, 2012 at 2pm EST.

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

The meeting was adjourned at 3:23 pm EST. (Motion: Mike Second: Jan 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>Absent</b>	ACLASS	AB	(703)836-0025	<a href="mailto:keith.greenaway@aclasscorp.com">keith.greenaway@aclasscorp.com</a>
Dane Wren  <b>Absent</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>Absent</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>Absent</b>	CAMMIA Environmental	Other	(360)904-8416	<a href="mailto:WQL@aol.com">WQL@aol.com</a>
Doug Berg  <b>Present – Tracy</b>	PJ Laboratory Accreditation, Inc.	AB	(248)709-0096	<a href="mailto:dberg@pjlabs.com">dberg@pjlabs.com</a> <a href="mailto:douglaslberg@gmail.com">douglaslberg@gmail.com</a>
Kim Watson  <b>Present</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:mwmillerenvi@juno.com">mwmillerenvi@juno.com</a>
Lauren Smith  <b>Absent</b>	A2LA	AB	(301)644 3216	lsmith@a2la.org
Seb Gillette  <b>Absent</b>	DOD	Other	(210) 395-8434	john.gillette.1@us.af.mil
Justin B. Brown  <b>Absent</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>

## Attachment B

### Advocacy Summary – DRAFT

<b>Event</b>	<b>Organization</b>	<b>Type of Presentation</b>	<b>Accepted</b>	<b>Event Dates</b>	<b>Who</b>
2009 Midwest Groundwater Conference	Midwest Groundwater Association	Poster	Yes	October 15th, 2009	Justin
2010 Groundwater Summit	National Groundwater Association	Speaking	Yes	April 13th, 2010	Justin
2010 EMDQ	Department of Defense	Speaking	Yes	April 15th, 2010	Justin
26th Annual International Conference on Soils, Sediments, Water, and Energy	AEHS Foundation, Inc.	Poster	Yes	October 18-21, 2010	Declined - (no one to set up poster)
20th Annual Quality Assurance Conference	Environmental Protection Agency	Speaking	Yes	October 20th, 2010	Jo Ann
2010 PNCWA Annual Conference	Pacific Northwest Clean Water Association	Speaking	Yes	October 26th, 2010	Keith Chapman
2010 Northwest Environmental Conference	NWEC	Speaking	Yes	December 6-7, 2010	Scott C Hoatson
Stationary Source Sampling and Analysis for Air Pollutants XXXV Conference	SSAAP	Speaking	Yes	March 20th - 25th, 2011	Scott
2011 Winter Expo	Midwest Water Analysts Association	Speaking	Yes	January 28th, 2011	Justin
Battelle for the International Conference on Remediation of Contaminated Sediments	Battelle	Poster	Yes	February 7-10, 2011	Poster Set up
2011 WATERCON	American Water Works Association	Speaking	Yes	March 21st - 24th, 2011	Justin
2011 EMDQ	Department of Defense	Speaking	Submitted	March 28th - April 1st, 2011	Justin
2011 ASQ Energy and Environment	ASQ	Speaking	Yes		Randy Querry

<b>Event</b>	<b>Organization</b>	<b>Type of Presentation</b>	<b>Accepted</b>	<b>Event Dates</b>	<b>Who</b>
2011 Annual EPA Quality Assurance Conference Conference (Austin, TX)	Environmental Protection Agency	Speaking	Yes	10/18/2011	Jo Ann
2011 MELSS	Midwest Environmental Laboratory Stakeholders	Speaking	Yes	12/2-8/11	Justin
2012 ERCC	Environmental Regulatory and Compliance Conference	Speaking	Yes		Calista
2012 On-Site Testing Conference	Environmental Protection Agency	Speaking	Yes	January 23rd-25th, 2012	Lauren Hendrick
2012 EMDQ	Department of Defense	Speaking	Submitted	Mar-12	Justin
2012 Source Evaluation Society - Annual Conference, Austin Tx	Stack Testing Accreditation Society (STAC)	Speaking	Yes	7-Mar-12	Maggie Cangro
2012 TCEQ Environmental Trade Fair and Conference (Austin, TX)	Texas Commission for Environmental Quality (TCEQ)	Speaking	Yes	1-May-12	Mike Shepard
2012 Annual EPA Quality Assurance Conference Conference (Austin, TX)	Environmental Protection Agency	Speaking	Yes	10/15/2011	Jo Ann
2012 Annual EPA Quality Assurance Conference Conference (Austin, TX)	PIANC USA/COPRI ASCE	Speaking	Submitted	10/22-25/12	Unsure (Jboyd submitted)

**Attachment C**  
**Action Items – NEFAP Board**

	<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	<del>12/31/11</del> 4/5/12	Take a look at inconsistencies in responses in application. Calista will be resending her e-mail request. Calista has now gotten a list of questions from Marlene.
63	Consider need to formally adopt Vol 3 and Vol 4 – PT Provider and PTPA standards.	All	Review at next meeting on 4/5/12. (Need to understand if we need to adopt this standard. Is the policy we previously wrote essentially an adoption.)	PT Policy was not approved by Policy Committee. FAC needs to determine if it is a TIA or an update in the standard.
81	Prepare NEFAP Timeline	Doug L.	May 2012	
84	Define Recognition Council.	Doug L.	6/12	The outline has been completed. Needs to be added to SOP.

	<b>Action Item</b>	<b>Who</b>	<b>Expected Completion</b>	<b>Actual Completion</b>
88	Review Attachment B and get comments to JoAnn Boyd and Justin.	All	3-15-12	Needs update from Justin.
89	Prepare a form to capture EC member conflicts of interest.	Marlene	3-15-12	Form sent April 5 needs comment and then finalization
90	Prepare conflicts of interest and forward to Ilona to prepare a summary.	All Ilona	4-4-12	Complete after #89
91	Form recognition subcommittee June 2012	All	June 2012	
92	Meet to discuss training subcommittee processes.	Marlene Justin	June 2012	

**Attachment D**

**Backburner / Reminders – NEFAP Board**

	<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	Complete