

NEFAP Executive Committee
Meeting Summary
May 29, 2014

1. Roll call:

Chair Kim Watson called the NEFAP Executive Committee meeting to order on May 29, 2014 at 11 am ET. Attendance is included in Attachment A. There were 9 committee members present. Associate Members present: Mike Miller.

The meeting minutes from April 28, 2014 were reviewed. Paul made a motion to approve the minutes with a change in the date of the next meeting to May 29, 2014 and a correction to the spelling of Aaren's name. The motion was seconded by Calista and unanimously approved.

2. Nominating Committee

The vote ends today. New members will be contacted tomorrow with an effective term beginning June 1, 2014.

3. Evaluation SOP (SOP 5-105)

Section 6.3.4.8: Should the Recognition Committee review the preliminary recommendation? There was agreement on the committee and this change will be made.

Section 6.1 (and other relevant sections and attachments): Keith commented that he is concerned about not defining "national" organization in the SOP. If this is not well defined then there needs to be some process to determine if a national or international organization is competent to assess to ISO 17011. Do we define this in the SOP?

Calista commented that someone needs to review the national or international organizations report to ensure it has rigor and if at that time it does, then maybe there would be a national organization that meets the intent. One idea is that the LE could determine if the national or international organization is competent to assess to ISO 17011. Kim thinks that this should be determined by the EC based on a recommendation from the LE. Doug Leonard and Calista would prefer that this decision be made by the LE and then the Recognition Committee would confirm the decision when preliminary accreditation is granted. It was left that the wording would be national and international and that the LE and recognition committee would make the determination if the ISO 17011 inspection performed would meet the requirements so an on-site would or would not have to be performed. Keith noted that he will not approve any document where a national organization is included as an option and therefore will not approve the SOP as currently written.

Calista and Ilona will work on some language involving the LE and Recognition Committee.

Section 6.4.2.4: Marlene suggested deleting this section. There was general agreement from the EC to remove this section.

Comment 4 in the draft SOP: The EC agreed that the change should be made.

Ilona will make the changes to the SOP and distribute for final review. If any comments are received they will be discussed at the next meeting. If no comments are received by email, Ilona will set this up for an email vote before the next committee meeting.

4. Mobile Laboratories

There was no meeting this month, so no update was provided.

5. Formal Complaint

TNI received a formal complaint in regards to an organization coming forth to do an FSMO assessment when they were not a NEFAP AB. The complaint has been resolved.

6. New Items

- Next month the committee will vote in a Committee Chair and Vice Chair.
- The Nomination SOP (SOP 5-103) be discussed at the next meeting. John Moorman sent information from the Policy Committee regarding this SOP on April 28th. The information was sent to the entire committee.
- The Policy Committee has commented on the Standard Interpretation Request SOP (SOP 5-106). This information will be provided to the committee at the next meeting.

7. Next Meeting

The next meeting of the NEFAP Executive Committee will be the third Monday in June at 11am (June 16th).

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

The meeting was adjourned at 12:08 pm EST. (Motion: Carl Second: Paul 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) Present | 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 Absent | AIHA | AB | 703-846-0789 | cmorton@aiha.org |
| Doug Leonard Present | LAB | AB | 260-637-2705 | dleonard@l-a-b.com |
| Nilda Cox Yoon Cha - Present | Eurofins Eaton Analytical Inc | Other | 626-318-8517 | nildacox@eurofinsus.com |
| Doug Berg Present - Tracy | 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 | A2LA | AB | (301)644 3216 | lsmith@a2la.org |
| Seb Gillette Absent | DOD | Other | (210) 395-8434 | john.gillette.1@us.af.mil |
| Justin B. Brown Absent | EMT | FSMO | (847)324 3350 | jbrown@emt.com |
| Jack Farrell Absent | AEX | Other | (407)331-5040 | aex@ix.netcom.com |

| Members | Affiliation | Balance | Contact Information | |
|---|---------------------|----------------|----------------------------|--|
| Ilona Taunton <i>(Program Administrator)</i> 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. |
| 123 | Send Ilona survey that needs to be mailed out. | Mike Miller Kim | 10/24/13 | Complete See item 136. |
| 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 | |
| 135 | Add Mobile Lab issue to charter. | Kim | 3/15/14 | |
| 136 | Look at Survey Monkey and decide how survey should be posted on the TNI website. | Craig Sprinkle, Kim, Mike | June 2014. | |
| 141 | Update Evaluation SOP based on meeting discussion and comments from Marlene. | Ilona | May Meeting | Complete |
| 142 | Update language regarding national and international organization acceptance. | Calista Ilona | 6/15/14 | |
| 143 | Update Evaluation SOP and distribute for comment and possible vote. | Ilona | 6/15/16 | |
| 144 | Distribute SOP 5-103 and 5-106 with John’s concerns for discussion at the June meeting. | Kim | 6/9/14 | |
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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 | |
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