

**NEFAP Executive Committee  
Meeting Summary  
September 1, 2011**

1. Roll call:

Chair Marlene Moore called the NEFAP Executive Committee meeting to order on September 1, 2011 at 2pm EST. Attendance is included in Attachment A. There were 10 committee members present. Matt Sica also joined the call.

The minutes from the 7/22/11 meeting were reviewed. Mike made a motion to accept the minutes. Kim seconded the motion and it was unanimously approved.

The minutes from the 8/17/11 meeting (Bellevue, WA) were reviewed. Mike made a motion to accept the minutes. Dan seconded the motion and it was unanimously approved.

2. PT Policy

The PT Policy was distributed by e-mail and multiple comments were made.

Randy proposed the following wording: *The FSMO shall successfully participate in relevant and available, accredited PT schemes from a TNI PT Provider (PTP), accredited by a TNI recognized PTP Accreditation Body; unless the FSMO is required to meet more stringent regulatory or government program requirements.*

Cheryl had the following comment:

*I agree except I think the last part of the sentence should read: unless the FSMO is required to meet specific regulatory program or industry requirements.*

*We can't say that these additional requirements would be more "stringent" as Randy's proposed language suggests. I deleted government since regulatory implies government and would include federal and state requirements. I also added "industry" to this part of the language since it is possible that some specifiers are from industry would require this program. Right?*

The FSMO standard does not have any PT requirements in it. It was noted that industry will sometimes expect an FSMO to do additional PTs. This fits in with the ISO 17025 client requirements.

The FAC plans to add additional PT to the standard update.

There was much discussion and viewpoints shared on whether Randy's wording or Cheryl's wording was more appropriate. There were concerns expressed that "regulatory"

and “government” were redundant. Doug commented that DOD is not regulatory, but they have requirements. TNI is limiting themselves if they don’t allow for client specific requirements.

Mike moved to accept the following policy: *The FSMO shall successfully participate in relevant and available, accredited PT schemes from a TNI PT Provider (PTP), accredited by a TNI recognized PTP Accreditation Body; unless the FSMO is required to meet more stringent regulatory or government program requirements.* The motion was seconded by Dane.

Discussion:

- The word “unless” is included. The TNI program has to be followed “unless” something different is required. Section 5.9 of the FSMO standard lists options for assuring the Quality of Test and Calibration Results.
- Doug questioned whether we are trying to force NEFAP into the same box as NELAP. Do things need to be done the same way? He feels ABs are being limited.
- It was suggested that “TNI” be taken out of the first sentence: “... recognized PTP Accreditation Body”.
- It was noted that ILAC does not require the use of an accredited PT Provider.
- Some were OK leaving it as written and promoting the TNI PT Program. Marlene reminded people about the lead field of proficiency testing program.

Doug asked for a friendly amendment to the motion – add “other” requirements to the language. The amendment was accepted by both Mike and Dane.

Vote:

For - 7

Against – Cheryl (regulatory and government are redundant)

Abstain – Doug, Scott (Doug – it is too subjective – what does stringent mean?)

The motion did not pass.

After further discussion, a motion was made by Kim to approve the following policy: *The FSMO shall successfully participate in relevant and available, accredited PT schemes from a TNI PT Provider (PTP), accredited by a TNI recognized PTP Accreditation Body; unless the FSMO is required to meet other specifier or regulatory program requirements.*

The motion was seconded by Scott Evans and unanimously approved. Keith Greenaway also e-mailed his approval of the language.

For – 10

Against – 0

Abstain – 0

Marlene will forward the policy to the Policy Committee. She will also forward an e-mail question Doug asked to the Policy Committee (“Applicant and Accredited Laboratories shall identify (where available) and use samples and measurements from a TNI FSMO accredited by a

TNI recognized FSMO accreditor where no other regulatory or government program requirements exist.”)

### 3. Action Items

Will be reviewed at the next meeting.

### 4. New Business

None.

### 5. Next Meeting

The next meeting of the NEFAP Executive Committee will be planned by e-mail. It will be in October.

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

The meeting was adjourned at 3:15pm EST.

**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>Present</b>	Wren Engineering, P.A.	FSMO	(407)833-0061	<a href="mailto:dwren47@aol.com">dwren47@aol.com</a>
Calista Daigle  <b>Absent</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>Absent</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		
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 Szerszen</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:mwmilleranaly@yahoo.com">mwmilleranaly@yahoo.com</a>
Brian Conner  <b>Present – Randy Querry</b>	A2LA	AB	(301)644 3216	<a href="mailto:bconner@a2la.org">bconner@a2la.org</a>
Seb Gillette  <b>Absent</b>	DOD	Other		
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>

**Attachment B**

**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	5/3/10	Still need this information.
39	Give Alternate name to Ilona.	All	9/30/10	Ongoing
44	Start FAQs for Application.	Calista	12/31/11	Moved responsibility for action item to Calista. Take a look at inconsistencies in responses in application.
49	Update FSMO checklist based on Jan's changes.	Kim	Savannah	Complete
52	Prepare an AB Evaluation Flowchart.	Keith	Savannah	Marlene will resend flowchart.
60	Review DRAFT NEFAP SIR SOP	All	Dec 2011	
61	Work on Contract with ABs.	Marlene	Next Meeting	
62	Set-up voting process for Nominating Committee.	Jan / Marlene	June 2011	Move to Backburner
63	Consider need to formally adopt Vol 3 and Vol 4 – PT Provider and PTPA standards.	All	Next Meeting	In Process
65	EC members who want to continue on the EC should contact Jan to confirm their interest.	All	7-31-11	Complete
68	Review FSMO Checklist to ensure all changes have been made.	Mike	Next Meeting	In Process
69	Send SIR #4 for posting on the website.	Ilona	8/24/11	Complete – 8/21
70	Send PT Policy with Doug's comments to Policy Committee.	Marlene	9/15/11	

**Attachment C**

**Backburner / Reminders – NEFAP Board**

	<b>Item</b>	<b>Meeting Reference</b>	<b>Comments</b>
1	Establish Stack Testers Subcommittee	2-18-10	DELETE – Done in FAC
2	Develop procedure for electronic voting for new NEFAP Executive Committee members.	3-18-10	
3	Does something need to be dictated as to how the AB's prepare the scopes for the FSMOs?	5-24-10	DELETE
4	Review Charter.	October 2011	