

**NEFAP Executive Committee
Meeting Summary
September 29, 2010**

1. Roll call and approval of minutes:

Chair Marlene Moore called the NEFAP Executive Committee meeting to order on September 29, 2010 at 5:25pm EST. Attendance is included in Attachment A. There were 12 committee members present on the call.

2. Update

- Jan, Dane and David Speis are working on the review of the standard verses the final notes from FAC's approval of the 2007 Standard to ensure that all required changes made it into the final standard. Jan will contact Dane to finish up this project. She did find some other items that need correction. She will copy Marlene, Jerry and Ilona when she sends the final report.
- Marlene will hear back from ESI on Friday as to whether a new member will be added to the Executive Committee to replace Patrick.
- Alternates need to be forwarded to Ilona (see 9/17 minutes.)
- Contact Marlene if you would be interested in serving as Vice-Chair.
- Marlene is working on a webinar for AB Evaluator training in November. This will be training for evaluators with documented 17011 training. It will be a minimum of a four hour session – may be 2 four hour sessions.
- TNI received a grant that will provide some funding to help with training.

3. Voting Status

Ilona provided an update on the e-mail voting status of the Scope, Certificate, AB Checklist, Application Completion Checklist and Application. Committee members provided additional votes during the meeting that were added to the record of votes below. The committee reviewed comments and concerns expressed about the documents being voted on.

Scope

Discussion:

Brian expressed some concerns about the Scope document by e-mail:

I abstain from the Scope because it is not clear what that document is intended to be (not document control, etc). Is it a model for the Scope issued to the Accrediting Bodies from the NEFAP? or is it is a model of the Scope to be issued to the FSMO by the AB? I believe it is up to the ABs to determine the format of the scope the issue to the FSMOs.

Keith reminded the group that this was discussed during the Washington, DC meeting and the group agreed a specific scope would not be issued to the ABs. The NEFAP ABs would be recognized to accredit to the TNI Standard – there would be no additional information needed on their scope.

Scott expressed concern that the Scope distributed for vote implies that accreditation will be to methods and this will not work with STAC's current bylaws. He would prefer that the quality program be accredited and not specific methods. Keith asked how they would evaluate the technical program without looking at methods. Scott responded that methods would be evaluated during the assessment to ensure they are following the quality program requirements, but the methods would not be specifically listed on the scope. This gives the FSMO more flexibility when they add a method capability. It was suggested that perhaps accrediting specific technologies might also be an alternative.

Marlene commented that the Scope document distributed for vote was intended to be an example of how an AB might prepare a scope for an FSMO. It was not intended to be a requirement. The Standard gives the requirements for what must be included. Section 7.9.5 of Volume 2 requires that for FSMOs the following be included:

1. the types of sampling procedures and matrices sampled and where appropriate, the methods used;
2. the types of field tests performed and matrices tested and where appropriate, the methods used.

There were 9 votes for approval of the scope and 1 abstention as a result of the e-mail vote. 10 votes were needed to approve it so the original motion did not pass. Mike was asked if he would be willing to amend his original motion to accept the Scope of Accreditation to include a new title for the document to clarify its intended use. The new title would be: Guidance for ABs on the Suggested Content for the Scope of Accreditation. Mike agreed to this modification and motioned that the Scope be accepted with the new title. Jan seconded the motion and a roll call vote was taken:

For: 9 – Marlene, John, Cheryl, Jan, Tracy (for Doug), Keith, Kim, Mike, Randy (for Brian)

Against: 1 (Scott)

Absention: 1 (Justin - joined the conversation too late to be familiar with what was being voted on – he will vote by e-mail.)

The vote will be distributed by e-mail to the members not present on the call.

Checklist

There was one “Against” vote for the checklist because the voter felt Sections 1, 2 and 3 did not need to be included in the checklist.

Scott and John added a vote of “For”.

Application

- Keith raised a few concerns about the application:
 - o Where is the NEFAP symbol for FSMOs? Are we asking the ABs to define their own symbol? We probably want a common symbol.

An FAQ will be developed for the application to assist people in filling it out. It will be developed from the questions people ask. The symbol will be provided at a later date, but the application can still be turned in.

- o Why are we concerned about liability and worker’s compensation proof? Marlene commented that it goes to the EC and gets forwarded to the Evaluation Team. It is not something that is shared with the entire NEFAP Executive Committee. It is something that is often looked at on-site – we are just asking for it ahead of time.
- o Personnel listing, areas of responsibilities, education and skills for implementation for the FSMO program. This listing includes only people related to the NEFAP operations. The listing is provided to aid the evaluation team with organizing the on-site assessment and start the evaluation of the competency of the assessors.
- o Contractual agreements for subcontracting.
 - The application is not clear since the term subcontracting as used in ISO 17011 refers to the contracting between organizations or accreditation bodies. The arrangements or contracts with assessors, which requires the assessors to follow the AB’s policies and procedures for performing assessments is not subcontracting as defined in 17011. The contract with assessors is covered under Human Resources in ISO 17011.
 - Marlene commented that we may be asking for more up front in this application process. Clarification will be added to FAQ to indicate that if any subcontracting with another AB is anticipated the subcontract agreement must be submitted. If assessors perform work under contract the template used for these contracts should be submitted as part of the application.

Voting Status

CURRENT STATUS 9/29/10:

I concur with:

10 AB Checklist (Mike, Jan, Marlene, Keith, Cheryl, Justin, Kim, Tracy, Scott, John)

9 Scope of Accreditation (Mike, Jan, Marlene, Keith, Cheryl, Justin, Kim, Tracy Calista) (See notes above regarding new vote.)

10 Application Completeness Checklist (Mike, Jan, Marlene, Keith, Cheryl, Justin, Kim, Brian, Tracy, Scott)

10 AB Application (Mike, Jan, Marlene, Keith, Cheryl, Justin, Brian, Tracy, Kim, Calista)

11 Certificate (Mike, Jan, Marlene, Keith, Cheryl, Justin, Kim, Brian, Tracy, Scott, Calista)

I do not concur with:

1 AB Checklist (Brian)

 Scope of Accreditation

 Application Completeness Checklist

 AB Application

 Certificate

I abstain from concurring with:

 AB Checklist

1 Scope of Accreditation (Brian)

 Application Completeness Checklist

 AB Application

 Certificate

The AB Checklist, Application Completeness Checklist, AB Application and Certificate have been approved. The vote for the Scope of Accreditation will be completed by e-mail (see above).

4. Standard Interpretation Request (SIR)

SIR #1 was completed by the Field Activities Committee and was forwarded to the NEFAP Executive Committee for approval.

Discussion: It appears that the standard currently states that you can't charge additional fees. You can charge for additional visits – but not another application fee. The SIR provides a clarification.

Keith motioned that SIR #1 is ready for a vote. Mike seconded the motion and it was unanimously approved. It will be voted on at the next meeting.

5. New Items

None.

6. Next Meeting

The next meeting of the NEFAP Executive Committee will be determined by e-mail. Marlene is proposing October 20th at 4pm EST.

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

The meeting was adjourned at 6:45pm EST. (Motion: Mike Second: Cheryl Unanimously approved.)

Attachment A

Participants TNI NEFAP Board

Members	Affiliation	Balance	Contact Information	
Marlene Moore (Chair) Present	Advanced Systems, Inc	Other	(302)368-1211	mmoore@advancedsys.com
Dane Wren Absent	Wren Engineering, P.A.	FSMO	(407)833-0061	dwren47@aol.com
Calista Daigle Present (first ½)	Shaw Environmental & Infrastructure Group	FSMO	(225)987-7291 Cell: (225)485- 2007	calista.daigle@shawgrp.com
Scott Evans Present	Clean Air Engineering	AB	847-654-4569	sevans@cleanair.com
John Moorman Present	Water Quality Monitoring Division, South Florida Water Mang District	FSMO	(561)753-2400 x4654	jmoorma@sfwmd.gov
Cheryl Morton Present	AIHA	AB	703-846-0789	cmorton@aiha.org
Jan Wilson Present	CAMMIA Environmental	Other	(360)904-8416	WQL@aol.com
Doug Berg Tracy Present	PJ Laboratory Accreditation, Inc.	AB	(248)709-0096	dberg@pjlabs.com douglasberg@gmail.com
Keith Greenaway Present	ACLASS	AB	(703)836-0025	keith.greenaway@aclasscorp.com
Kim Watson Present	Stone Environmental Inc	FSMO	(802)229-4541	kwatson@stone-env.com
Michael Miller Present	Consultant	Other	(908)233-9624	mwmilleranaly@yahoo.com
Brian Conner Randy Present	A2LA	AB	(301)644 3216	bconner@a2la.org
Michelle Henderson Absent	USEPA	Other	(513)569-7353	Henderson.Michelle@epamail.epa.gov
Justin B. Brown Present (joined in last ½)	EMT	FSMO	(847)324 3350	jbrown@emt.com
Open Seat	ESI	Other		
Ilona Taunton (Program Administrator) Present	The NELAC Institute		(828)712-9242	tauntoni@msn.com

Attachment B

Action Items – NEFAP Board

	Action Item	Who	Expected Completion	Actual Completion
4	Ilona will look into Google Calendar and ways to better share working documents.	Ilona	1/31/10	
27	Forward FSMO names to Ilona.	Justin	5/3/10	
29	Check TNI standard to see if the Standard includes anything on PT frequency.	All	5/24/10	
38	Review DRAFT FSMO checklist and get comments back to Marlene.	All	10-15-10	
39	Give Alternate name to Ilona.	All	9/30/10	
40	Contact ESI regarding Patrick's seat on the Executive Committee.	Marlene	9/30/10	Complete – They will respond by 10/1/10
41	Establish Nominating Committee.	All	11/15/10	
42	Provide summary of mistakes to finalization of 2007 Standard.	Jan, Dane (David Speis)	10/8/10	
43	Complete vote on Scope of Accreditation by e-mail.	Ilona	10/8/10	
44	Start FAQs for Application.	Marlene	10/4/10	

Attachment C

Backburner / Reminders – NEFAP Board

	Item	Meeting Reference	Comments
1	Establish Stack Testers Subcommittee	2-18-10	
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	
4			