

NEFAP Board Meeting Summary June 16, 2010

1. Roll call and approval of minutes:

Chair Marlene Moore called the NEFAP Board meeting to order on June 16, 2010 at 2pm EST. Attendance is included in Attachment A. There were 11 Board members present on the call.

The minutes from the May 24th meeting were reviewed. The table in Attachment B had some formatting issues that might be fixed by inserting a PDF version of the table. Mike motioned to approve the minutes with the correction to the table formatting and John seconded the motion. The minutes were unanimously approved and they will be forwarded for posting on the TNI website.

2. Dispute SOP

The Policy Committee wants the SOPs tomorrow in order to have everything ready for the planning meeting next month.

Keith had no comments on the Dispute SOP.

Board comments on SOP:

- 5.1, 5.2, 5.3 – couldn't understand the order. Marlene added some clarifying language to help understand what Step 1, 2 and 3 are. Jan had also provided some updates based on the Policy Committee comments. The new SOP version is 10-104-6-13-10-v10.
- Cheryl was concerned about the NEFAP Board Chair assigning three NEFAP Board members to a complaint committee. The ILAC group deals with recognition disputes within the group.

The understanding of the Board is that a problem is brought to the Board first and if it cannot be resolved, it will be handled as a dispute that involves the assignment of a five member Panel.

- Separate the complaint and dispute process into separate sections. Section 5 will be Complaints and Section 6 will be Appeals to Recognition. Section 7 will start with what is currently 5.3. There will now be three distinct sections. There are references in the SOP that will need to be changed to accommodate the new numbering.
- Definition of Dispute and Complaint need work to address the discussion above.

Complaint definition: Expression of dissatisfaction, other than appeal, by any person or organization to the NEFAP Board, relating to the processes of the field activities program, where a response is expected.

- Section 2: Summary. Make the following changes:

This SOP provides an avenue for handling complaints and the resolution of disputes raised by ABs, the Evaluation Team involved in the accreditation body recognition process, the Board and any other party. The complaining or appealing party is to first seek resolution with the NEFAP Board. If mutual resolution is not achieved, then a Review Panel shall be convened by the TNI Board to study the matter and recommend the resolution.

- 5.1.2 – Grammatical error in last sentence.

If the complainant does not approve any member of the Board, a replacement may be selected from the TNI membership as long as the replacement is from one of the three stakeholder groups.

- Section 5.1.3.1.1: Remove heading.
- 5.1.6 - This needs to be deleted because of the other changes being made.
- 5.4.10 - It has been taken out. The Review Panel involves the TNI Board already.

Down the road, the Board may need to consider whether fees need to be assessed for disputes. Currently fees will not be included.

Marlene will distribute an update to the SOP so everyone has a chance to comment before the vote. A preliminary vote on the call showed 9 votes in favor.

John can present it to the Policy committee and see if it addresses their concerns.

3. Certificate

The certificate Brian received is a graphic file. There is an image over the word document. Brian will make changes by hand and then scan it for e-mailing to the Board and then to Jerry for the final update. Brian will also make the first attempt at the Scope. He will take a look at some examples on the website.

4. TNI Bylaws

The TNI Bylaws have been updated.

5. Application

Keith had comments on the Application. The comments will be forwarded to Doug along with anymore comments received. Doug will update the application and distribute it to the Board for further comment.

6. Timeline

More people would like to make comments on the timeline. Marlene needs these ASAP so she can incorporate the information.

7. Budget

Dave and Dane have been working on the budget. The preliminary fees are:

\$2500 for ILAC ABs.
\$3500 for non-ILAC ABs

Part of these fees pay for the Evaluation Coordinator . This number may change when there are more ABs.

In addition to the accreditation fee, there will also be other funding sources involving training.

8. Evaluation SOP

The Policy Committee reviewed the SOP and comments have been forwarded:

- Follow TNIs policy for records retention (Section 8 of the SOP).
- The committee asked questions about how timelines can be extended – some of the timelines are short. The Board did not think a formal process should be written for how to do extensions.
- Explain why there is no QAO.
- Asked about the budget. This is being addressed, but does not need to go in the SOP.
- Asked why there is a distinction between ILAC vs. non-ILAC.

John will let the policy committee know that Marlene will be at the strategic planning meeting to cover this information.

Board Comments on SOP:

- During an evaluation, the additional TNI requirements need to be reviewed and a witness needs to be done. 17011 is covered under the ILAC accreditation. Tracy is not sure whether this is clear. The document review section should have made this clear. Marlene will review this section. Tracy's initial review of the SOP gave her the impression that ILAC accredited ABs still needed a full audit. ABs with ILAC recognition have a limited review based on the presentation of their ILAC audit.

Marlene will update the SOP and respond to the Policy Committee comments. The SOP will be distributed to Board members for a vote before the TNI Strategic Planning meeting.

9. New Items

- None.

10. Next Meeting

The next meeting of the NEFAP Board will be determined by e-mail.

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

The meeting was adjourned at 3:55 pm EST. (Free Conference ended the call.)

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	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 Present	PJ Laboratory Accreditation, Inc.	AB	(248)709-0096	dberg@pilabs.com douglasberg@gmail.com
Keith Greenaway Absent	ACLASS	AB	(703)836-0025	keith.greenaway@aclasscorp.com
Kim Watson Absent	Stone Environmental Inc	FSMO	(802)229-4541	kwatson@stone-env.com
Michael Miller Present	Consultant	Other	(908)233-9624	mwmilleranaly@yahoo.com
Brian Conner Present	A2LA	AB	(301)644 3216	bconner@a2la.org
Michelle Henderson Present	USEPA	Other	(513)569-7353	Henderson.Michelle@epamail.epa.gov
Justin B. Brown Absent	EMT	FSMO	(847)324 3350	jbrown@emt.com
Patrick Conlon Present	ESI	Other	(610)935-5577	pconlon@envstd.com
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	
22	Prepare DRAFT Application	Doug	5/3/10	Complete
23	Prepare DRAFT Certificate and Scope	Brian	5/3/10	
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	
30	Review Draft Recognition Schedule and provide comments by e-mail.	All	Extended to June 21 st	
31	Review comments from Policy Committee on SOP 10-104. Provide feedback and possible language changes.	All	5/28/10	Complete
32	Review Application and Checklist and provide comments by e-mail.	All	6/8/10	Complete
33	Send planning update regarding Washington, DC meeting.	Justin	5/26/10	
34	Prepare AB certificate and Scope.	Brian	Extended to next meeting.	
35	Update Dispute SOP and distribute for vote.	Marlene Ilona	6/21/10	
36	Update Application and Checklist and distribute to the Board for comment.	Doug	Before next meeting.	
37	Update Evaluation SOP and distribute for vote.	Marlene Ilona	6/21/10	

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 Board 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			