

NEFAP Board Meeting Summary November 24, 2009

1. Roll call and approval of minutes:

Chair Marlene Moore called the first NEFAP Board meeting to order on November 24, 2009 at 10:30am EST. Attendance is recorded in Attachment A.

The minutes from the November 2, 2009 meeting were reviewed. A motion was made by Dan and seconded by Michelle to approve the minutes. The motion was unanimously approved and they will be posted to the TNI website.

2. EPA Lead Program Update

Erik could not be on the call today. Marlene is expecting that we will have an MOU with TNI and the EPA Lead Program before the end of the year. Each organization has exchanged example MOUs. The MOU provides us with the opportunity to work together and opens the options for possible grant money.

What we are working on will not include the lab portion of the Lead Program that A2LA and AIHA work with (LQSR portion).

We will also be looking at the development of PTs. RTI has been developing some PTs and one question will be if this can be rolled into the program. RTI has not historically been part of the TNI proficiency program. Marlene is planning to talk to Eric Smith, Chair of the TNI PT Board.

There is a push on EPA's part to be able to get something running by the first of the year. The MOU needs to be signed by the end of the year and significant progress must be made by the Chicago meeting so that information can be presented.

3. Subcommittee Reports

Evaluation and Selection of ABs

There was concern expressed on how ILAC signatories would fit within the program. They don't want to see a duplication of effort and they would like to build on their current ILAC evaluation process. There will also be ABs that are not ILAC signatories. The subcommittee discussed issues of equivalency between ILAC and non-ILAC ABs. The subcommittee put together an initial proposal they are looking for feedback on:

Base Requirements for ILAC MRA Signatories for Testing

- Submittal of application and fee for recognition to the appropriate NEFAP committee, along with yet to be determined documentation (i.e. quality manual, operating procedures etc.)
- Evidence of ILAC MRA signatory status for testing (i.e. copy of the ILAC MRA)
- Documented management system to Volume 2 of the TNI Standard
- Review by the NEFAP appropriate committee for recognition
- Recognition granted after review of documentation
- NEFAP participation in ABs next ILAC re-evaluation (ILAC re-evaluation of ABs every 4 years)

Base Requirements for Non-ILAC Accreditation Bodies

- Submittal of application and fee for recognition to the appropriate NEFAP committee, along with yet to be determined documentation (i.e. quality manual, operating procedures etc.)
- Assignment of evaluation team leader and approximately 2 evaluation team members by the appropriate NEFAP committee. Team leader and one of the two team members will be made up of personnel from the ILAC ABs participating in the NEFAP process. The remaining team member to include a representative from NEFAP to verify compliance to Volume 2 of the TNI standard
- Quality manual/documentation review to ensure compliance to ISO/IEC 17011 and Volume 2 of the TNI standard
- On-site assessment for a minimum of 5 days (Monday through Friday) by evaluation team with a combination of assessing the office as well as assessing the AB conducting assessments of laboratories to ensure compliance with ISO/IEC 17011, Volume 2 of the TNI standard and ISO/IEC 17025. Witnessing of the AB of laboratories should include at a minimum an initial accreditation assessment, a surveillance assessment and a reassessment
- Recognition granted by appropriate NEFAP committee upon closure of all non-conformances.

Comments:

- Do we want to wait four years for the next inspection? How do you deal with the on-site portion as our program is starting up.
- Are the ILAC ABs willing to share their ILAC review during the start-up?
- Need to look at how the field portion is handled.
- The budget subcommittee needs to know how this will work in order to prepare a budget.
- Check sheets will need to be prepared for the Non-ILAC ABs. Cheryl noted that some of this is available for use.

- Scott raised the concern about what the ILAC assessors review during an audit. Brian and Cheryl pointed out that TNI-NEFAP would be able to review their specific requirements and this part might focus on the field inspection part.
- Need to look at who should make-up the team for the non-ILAC ABs assessment. Make sure there are also non-ILAC ABs involved in the assessment.

The subcommittee needs to continue to expand on what it has discussed thus far. They would like to meet next week. Ilona will follow-up with Keith to see if he is available on Wednesday.

Development of Operational Policies and Procedures

The group has started reviewing available documents. The two FAC standards are the starting point.

What is the review process for standard review, SOPs, policies, etc ... How do the ABs acknowledge a change in procedures?

Need to add PT to the list of activities for this subcommittee.

Subcommittees have been formed to work on a dispute resolution SOP and an SOP for the evaluation of ABs. They will be meeting on December 8th and the 22nd.

NEFAP Board

The group is starting to work on dispute resolution and policies for NEFAP Board membership and elections.

NEFAP Strategic Planning

They are working on a list of budget items, but need more details from the groups above before they can finalize. They will meet with the TNI Board finance team once the list is more complete.

4. Open Action Items

See chart.

5. New Items

- A suggestion was made to look at Google calendar. It helps track other people's schedules to make meeting planning easier. We also need to look at other ways to share documents. Ilona will look into these two items.

- Marlene asked that subcommittees share their working documents with the entire NEFAP Board. This is especially important on documents sent to subcommittee members for review – send them to the entire NEFAP Board.

7. Next Meeting

The next meeting of the NEFAP Board will be December 14, 2009 at 3pm EST.

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

The meeting was adjourned at 11:55 pm EST.

Attachment A

Participants TNI Field Activities Committee

Members	Affiliation	Balance	Contact Information	
Marlene Moore (Chair) Present	Advanced Systems, Inc	Other	(302)368-1211	mmoore@advancedsys.com
Dane Wren Present	Wren Engineering, P.A.	FSMO	(407)833-0061	dwren47@aol.com
Calista Daigle Present		FSMO		calista.daigle@shawgrp.com
Scott Evans Present		AB		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		cmorton@aiha.org
Jan Wilson Absent	CAMMIA Environmental	Other	(360)904-8416	WQL@aol.com
Doug Berg Present		AB		dberg@pilabs.com douglaslberg@gmail.com
Keith Greenaway Absent		AB		keith.greenaway@aclasscorp.com
Kim Watson Absent		FSMO		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		Other		Henderson.Michelle@epamail.epa.gov
Justin B. Brown Present	EMT	FSMO	(847)324 3350	jbrown@emt.com
Patrick Conlon Present		Other		pconlon@envstd.com
Ilona Taunton (Program Administrator) Present	The NELAC Institute		(828)712-9242	tauntoni@msn.com

Attachment B

Action Items – FAC

	Action Item	Who	Expected Completion	Actual Completion
3	Scott will provide an EPA contact name to Marlene so she can make them aware of what NEFAP is doing.	Scott	11/23/09	
4	Ilona will look into Google Calendar and ways to better share working documents.	Ilona	12/14/09	
5	Meet with Eric Smith, PT Board Chair, to discuss PT needs.	Marlene	12/14/09	
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16				

Attachment C

Backburner / Reminders – FAC

	Item	Meeting Reference	Comments
1			
2			
3			
4			