

NEFAP Board Meeting Summary March 18, 2010

1. Roll call and approval of minutes:

Chair Marlene Moore called the NEFAP Board meeting to order on March 18, 2010 at 3pm EST.

The minutes from the February 18, 2010 meeting were reviewed. Mike made a motion to accept the minutes from the February 18th meeting. The motion was seconded by Kim. Board members on the call voted (unanimous) and the minutes will be sent for additional votes to Board members who could not make the call.

2. Information Update

- The charter has been approved by the TNI Board of Directors.
- Jerry sent out a reminder that the TNI SOP procedure and template need to be used for all SOPs.
- Marlene will finish the AB Evaluation SOP tomorrow and distribute it for comment. Please send comments to all Board members.
- Marlene will send Board Members a copy of the Lead Program MOU for review.

3. Standard Operating Procedures

Four SOPs were reviewed by SharePlus so that changes could be made directly into the SOP prior to voting. SOPs need to be approved by 2/3 of the Board, so verbal votes were taken on the call and the SOPs will then be distributed for e-mail vote to the missing Board members.

SOP: 10-001

A motion was made by Mike and seconded by Michelle to approve TNI NEFAP SOP:10-101 with any needed format or numbering changes. There was no additional discussion. Marlene called for a roll call vote: For – Marlene, Dane, Tracy (Alternate), Kim, Michelle, Randy (Alternate) and Mike. Against – 0 Abstain – 0

SOP: 10-002

A motion was made by Kim and seconded by Dane to approve TNI NEFAP SOP:10-102 with any needed format or numbering changes and with the addition of the term Field Activities Accreditation where appropriate.

Additional Discussion:

Are veto votes needed or is this something only relevant to NELAP? Marlene pointed out that there may be requirements other than regulatory that NEFAP Board members may be required to follow that could present issues with approving new procedures. NELAP documents describe the conditions under which a veto can be used - existing statutory or regulatory requirements could not be appropriately changed before the motion, if passed, would be implemented. After further discussion, the Board agreed that “statutory or regulatory” is not necessary.

Marlene called for a roll call vote: For – Marlene, Dane, Tracy (Alternate), Kim, Michelle, Randy (Alternate) and Mike. Against – 0 Abstain – 0

SOP: 10-103

A motion was made by Mike and seconded by Kim to approve TNI NEFAP SOP:10-103 with any needed format or numbering changes and the changes made during the conference call to Sections 5.6 – 5.8.

Additional Discussion:

A procedure for the electronic voting needs to be developed.

Marlene called for a roll call vote: For – Marlene, Dane, Tracy (Alternate), Kim, Michelle, Randy (Alternate) and Mike. Against – 0 Abstain – 0

(3-23-10, Additional Note: Additional changes were noted during review, so an amendment to the motion was requested and all Board members will be required to vote.)

SOP: 10-104

A motion was made by Mike to approve TNI NEFAP SOP:10-104 with any needed format or numbering changes and the additional text regarding the need for FAC interpretation and the reference to the FAC standard.

Additional Discussion:

A question was raised about what happens to the accreditation while the dispute is being considered. Please note that 5.3.9 states the following: The status existing prior to the decision shall remain in effect pending resolution of the dispute.

Ilona called for a roll call vote (Marlene had to leave for another meeting): For – Dane, Tracy (Alternate), Kim, Michelle, Randy (Alternate), Jan and Mike. Against – 0 Abstain – 0

(3-23-10, Additional Note: Additional changes were noted during review and the Board member who seconded the motion was not known, so an amendment to the motion will be requested, seconded and all Board members will be required to re-vote.)

4. Open Action Items

See table in Attachment B. Action items will be reviewed at the next meeting.

8. New Items

None.

9. Next Meeting

The next meeting of the NEFAP Board will be scheduled by e-mail. Most people were available next Thursday or Friday, Thursday was best for most on the call.

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

The meeting was adjourned at 5:00 pm EST. (Motion – Mike Second – Jan 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 Present	Wren Engineering, P.A.	FSMO	(407)833-0061	dwren47@aol.com
Calista Daigle Absent	Shaw Environmental & Infrastructure Group	FSMO	(225)987-7291 Cell: (225)485- 2007	calista.daigle@shawgrp.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
Jan Wilson Present (joined late)	CAMMIA Environmental	Other	(360)904-8416	WQL@aol.com
Doug Berg Tracy 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 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 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 Absent	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	
6	Contact John Schakenbach and discuss MOU possibilities.	Marlene	2/15/10	
12	Talk to DOD about subcommittee established to look at field sampling.	Marlene	3/15/10	
13	Final Review of SOPs and Evaluation SOP. Add comments to review table.	All	2/24/10	
14	Update Evaluation SOP	Marlene Ilona	Before next meeting.	
15	Send out e-mail voting requests.	Ilona	Before next meeting.	
16	Distribute copy of MOU to Board.	Marlene	Before next meeting.	

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			
4			