

NEFAP Board Meeting Summary May 24, 2010

1. Roll call and approval of minutes:

Chair Marlene Moore called the NEFAP Board meeting to order on May 24, 2010 at 1:00pm EST. Attendance is included in Attachment A. There were 10 Board members present on the call. Doug added in later and Scott, Marlene and John had to leave about a half hour early.

The minutes from the May 3rd meeting were reviewed. Jan motioned to approve the minutes and Dane seconded the motion. Keith expressed concern that the minutes were distributed yesterday evening and he had not had an opportunity to adequately review them. The minutes were voted on – there were 9 approvals and one abstention. The minutes will be forwarded for posting to the TNI website.

2. Evaluation SOP

The SOP will be passed on to Policy Committee today. All Board members voted by email and the approval was unanimous.

Motion was made by: Cheryl
Second by: Dane

NEFAP Board Member	Vote: For, Against, Abstain
Marlene Moore <i>(Left the call prior to vote.)</i>	For (5/21)
Dane Wren	For (5/22)
Calista Daigle	For (5/20)
Scott Evans	For (5/24)
John Moorman	For (5/20)
Cheryl Morton	For (5/20)
Jan Wilson	For (5/21)
Doug Berg	For (5/21)
Keith Greenaway	For (5/21)

NEFAP Board Member	Vote: For, Against, Abstain
Kim Watson	For (5/20)
Michael Miller	For (5/21)
Brian Conner	For (5/24)
Michelle Henderson	For (5/21)
Justin B. Brown	For (5/20)
Patrick Conlon	For (5/21)

3. Plans for Washington, DC Meeting

Justin will provide an update to the Board next Wednesday by e-mail. There is a full day to plan. Justin will be looking for input.

4. Schedule for Recognition

Marlene provided a preliminary schedule for recognition:

Date	Step
July to August	Applications made to TNI NEAP Board for review
September 15, 2010	Application from ABs accepted – Announcement made on TNi website (Other ABs can be added as received, reviewed and accepted)
October 1, 2010	FSMO applications received by ABs
October to December	Perform witness assessment (evaluators observe AB assessor perform FSMO assessment)
October to December	Perform on-site evaluation or review documentation as per procedure
January 2010	Announce AB recognition – TNI meeting in January 2011
On-going	Follow Evaluation SOP for process after recognition

Given that this is a new program it is not possible to witness assessments until after the AB begins accepting applications from FSMOs. A preliminary review of the application and supporting documentation would need to occur and then the AB would be OK'd to begin accepting applications and scheduling on-site assessments. In order for the AB to meet their timelines, Marlene is OK with an AB granting accreditation to an FSMO before they receive their final accreditation from TNI. Does the rest of the Board agree? DoD recognized the ABs first and then they could begin accrediting organizations.

Do we need to recognize all the ABs at the same time?

Everyone should review this schedule and consider the conversation above. Comments and opinions should be shared with the entire Board via e-mail. This will need to be finalized at the next meeting.

5. Application

Doug prepared an application and a completeness checklist (see Attachment B). Board members should provide comments by e-mail within the next 2 weeks. An updated version will be distributed prior to the next meeting for finalization.

Doug noted that he started with the NELAP Board application and highlighted the changes he made. In preparing the checklist he considered what the Evaluation Coordinator or Lead Assessor might want to see up front to evaluate whether the applicant has provided the required elements. Doug asked all Board members to review the checklist and consider what they would want an AB to provide and what elements need to be pointed out by providing a reference to show the element is included in the information provided. He asked that everyone look for missing items on the checklist. SOP 10-105 does not go into detail on what needs to be submitted.

6. Certification and Scope

The certificate is being worked on by Brian and should be available soon.

Marlene encouraged everyone to review the document Dave Speis shared at the Chicago meeting: Accreditation Process Policy for Field Sampling and Measurement Organizations. This document is on the NEFAP Board website page and should give everyone some ideas regarding scope of accreditation. This document was originally submitted to the Policy Committee by the Field Activities Committee (FAC), but it was rejected.

To what level of detail should the scope be prepared? Scott and John Moorman felt the initial scope should be broad. Stick to the four media and an “other” category. We are looking at an AB’s Scope – not the FSMO’s scope that the AB prepares. Brian will add this information to the Certificate he is preparing and keep the scope broad.

The actual scope for an FSMO may be more specific based on the organization’s SOPs. If the sampling method requires certain protocols – these protocols should be included in the scope (an example is Florida). This discussion needs to still occur. Does something need to be dictated as to how the AB’s prepare the scopes for the FSMOs?

7. AB Evaluation Checklist

Mike needs some assistance in preparing the checklist.

Mike is not including the ISO 17011 language into the checklist he is working on for Volume 2. He has been working under the assumption that the ILAC ABs will have a checklist for the ISO 17011 portion of the audit.

Brian shared that when A2LA prepares a checklist, they take it directly from the standard they are auditing to. This makes it simple to update checklists when standards are updated. They prepare their checklists in Word. If a copy of the checklist containing ISO language is provided to an applicant, the applicant must sign a statement that they own a copy of the ISO Standard in question. This is verified when they have their assessment.

John Moorman commented that he prefers Excel for larger checklists because it allows easy sorting of the information. Ilona noted that the new DRAFT TNI Quality Systems Committee checklist is in Excel.

Brian e-mailed the Board a copy of the checklist he prepared in Word for Volume 1 of the standard. The version he sent does not include the ISO language, but he has that version complete too. The checklist with the ISO language is about 67 pages – without is about 12. An F is placed on each line that came from the TNI Field standard that was not from the ISO language. The Reference Column is for listing where the item can be found in the applicant's quality documentation. Brian is willing to provide the ISO version to the NEFAP Board given they have a legal copy of the ISO language.

Keith, Brian and Doug commented that either format – Word or Excel – would be fine. *(Addition: 5-24-10 Marlene would prefer to provide the checklist in Excel.)*

The members on the call were in agreement that the checklist should be verbatim from the Standard and either format (Word or Excel) would be fine. Mike will talk to Marlene for next steps.

8. SOP 10-104

The dispute SOP has been reviewed by the Policy Committee and comments have been returned to the NEFAP Board. The comments were minor. The comments were forwarded to the Board this morning and Board members asked that they be given some time to review the comments and provide input. Board members were asked to provide comments and suggested wording changes by this Friday, 5-28-10. Jan will take the comments and provide an updated SOP for the Board to review and vote on the following week.

The Policy Committee was complimentary of the efforts the Board has put into the SOPs submitted. The first three have already been forwarded to the TNI Board. It was also suggested the SOP 10-104 and 10-105 be forwarded to the NELAP Board for consideration as they update their dispute and evaluation SOPs.

9. New Items

- Keith commented that many of the documents that are being worked on are being forwarded to Board members with little time for review prior to meetings. In the future, Ilona will send an e-mail a week before each meeting to remind people that documents need to be sent in the next day to give people review time.

10. Next Meeting

The next meeting of the NEFAP Board will be determined by e-mail. Marlene will suggest a few possible dates.

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

The meeting was adjourned at 2:33 pm EST. (Motion: Mike Second: Brian 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 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 Absent	AIHA	AB	703-846-0789	cmorton@aiha.org
Jan Wilson Present	CAMMIA Environmental	Other	(360)904-8416	WQL@aol.com
Doug Berg Present (1:30)	PJ Laboratory Accreditation, Inc.	AB	(248)709-0096	dberg@pilabs.com douglasberg@gmail.com
Keith Greenaway Present	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 Absent	USEPA	Other	(513)569-7353	Henderson.Michelle@epamail.epa.gov
Justin B. Brown Present	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 – DRAFT Application and Checklist



The NELAC Institute

NEFAP Accreditation Body Application

P.O. Box 2439
Weatherford, Texas 76086

Instructions for Completing Application Form and Checklist (Addendum I):

1. The NEFAP accreditation body must supply copies of this Application and any supporting documents submitted with this Application to the **NEFAP Evaluation Coordinator**.
2. When supporting documentation is submitted, such as copies of the applicable policy statements, **quality manual**, standard operating procedures, guidance documents, lists, etc., a clear citation of where specific required information is found in the documents must be provided on the **Application Completeness Checklist**. This citation must include a reference to the document title or identification, page number and/or section/chapter/line reference, as applicable.
3. **The applicant accreditation body can submit this application and supporting documents required in this Application for NEFAP recognition electronically or by certified or other traceable means. Electronic transfer of the application and supporting documents is preferred.**

FOR NEFAP USE ONLY

Date Application Received:

1. Purpose of the Application:

- Renewal Application for NEFAP Recognition
 Expansion of NEFAP Recognition
 New Application

2. Accreditation Body Name:

3. Accreditation Body Address:

Street:

P.O. Box:

City:

State:

Zip:

4. Accreditation Body Telephone, Fax Number and Email Address:

Telephone:

Fax:

Email:

5. Manager of the Field Sampling and Measurement Organization Program:

Name:

Title:

Telephone:

Email:

6. Quality Systems Officer:

Name:

Telephone:

Email:

7. Field Sampling and Measurement Organization Program Management and Technical Staff *(if more space is required, please attach additional pages:*

Name/Title:

Areas of Responsibility:

Education:

Experience Level:

Date of Most Recent NEFAP Training:

7. **Field Sampling and Measurement Organization** Management and Technical Staff cont.

	Name/Title:
	Areas of Responsibility:
	Education:
	Experience Level:
	Date of Most Recent NEFAP Training:

	Name/Title:
	Areas of Responsibility:
	Education:
	Experience Level:
	Date of Most Recent NEFAP Training:

	Name/Title:
	Areas of Responsibility:
	Education:
	Experience Level:
	Date of Most Recent NEFAP Training:

	Name/Title:
	Areas of Responsibility:
	Education:
	Experience Level:
	Date of Most Recent NEFAP Training:

	Name/Title:
	Areas of Responsibility:
	Education:
	Experience Level:
	Date of Most Recent NEFAP Training:

8. Contractors Used by the Accreditation Body (list the contractors used by the accreditation body. If more space is required, please attach additional pages):

	Contractor Name:
	Contact Person:
	Street:
	P.O. Box:
	City:
	State: Zip:
	Telephone:
	Email Address:

	Contractor Name:
	Contact Person:
	Street:
	P.O. Box:
	City:
	State: Zip:
	Telephone:
	Email Address:

	Contractor Name:
	Contact Person:
	Street:
	P.O. Box:
	City:
	State: Zip:
	Telephone:
	Email Address:

10. Individuals Authorized to Sign Field Sampling and Measurement Organization Accreditation Certificates:	
	Name/Title:
	Name/Title:
	Name/Title:
11. Hours of Operation (<i>enter the hours in which the environmental laboratory accreditation program operates</i>):	
	Regular Office Hours:
	Time Zone:
12. Areas of NEFAP Recognition:	
Please attach Field Sampling and Field Analytical Methods along with Analytes/Matrix/Technology (Table)	

13. Certification Statement:
<p>This Application must be signed and dated by the individual within the department or agency responsible for laboratory accreditation activities for which National Environmental Field Activities Accreditation Program (NEFAP) recognition is being sought. By signature on this application, this individual attests to the validity of the information contained within this application and its supporting documents, and that the Accreditation Body meets the provisions of FSMO-V2-2008: General Requirements for Accreditation Bodies Accrediting Field Sampling and Measurement Organizations.</p>
<p>In accordance with FSMO-V2-2008: General Requirements for Accreditation Bodies Accrediting Field Sampling and Measurement Organizations, I submit this completed application to the NEFAP. I attest that all the information is true, accurate and complies with all applicable TNI NEFAP standards and requirements.</p>
<p>Name (print or type):</p>
<p>Signature:</p>
<p>Date:</p>

Send by email, certified mail or overnight delivery to the NEFAP Evaluation Coordinator.

Name and address are included on the enclosed listing.

National Environmental Field Accreditation Program Application Completeness Checklist

ACCREDITATION BODY NAME:			
REQUIRED INFORMATION	COMPLETED BY THE AB	FOR NEFAP USE ONLY	
	Document Citation	Included?	Comment
Reference TNI NEFAP document <i>Volume 2: General Requirements for Accreditation Bodies Accrediting Field Sampling and Measurement</i>			
1. The name, mailing address, telephone number, electronic mail address, and facsimile number of the accreditation body. Section 4.1			
2. Copies of the policies, guidance documents, promulgating instructions and standard operating procedures governing the operation of the accreditation body's environmental laboratory accreditation. Section 5.2			
3. Documentation of the accreditation body's arrangements for liability insurance and workman's compensation insurance coverage as required in subsection. Section 4.5			
4. The requirements governing how the accreditation body restricts the use of its accreditation by accredited FSMOs			
5. The fields of accreditation for which the accreditation body is requesting NELAP recognition. (Item #12 on the application form)			
6. The name and title of the primary person responsible for the day-to-day management of the accreditation body's FSMO accreditation program. Section 6.2.5.1			
7. The names, areas of			

responsibility, education and experience levels of the accreditation body's FSMO accreditation program's management and technical staff. Section 6.1, 6.2.5 (Item #7 on the application form)			
8. The names and copies of the contractual agreements for any external assessment bodies used by the accreditation body.			
9. Copy of the quality systems manual including a description of the accreditation body's FSMO accreditation program quality systems. Section 5.2.4			
10. The quality systems manual shall include at least the following:			
a. The quality policy statement, including objectives and commitments, signed by the manager responsible for day-to-day management of the accreditation body's FSMO accreditation program.			
b. The organizational structure of the accreditation body's FSMO accreditation program and the responsibilities of individual staff assigned to the structure.			
c. The policies and procedures for acquiring, training, supervising and evaluating the performance of accreditation body employees or contractors carrying out any part of the accreditation body's FSMO accreditation program.			
d. The arrangements for annual internal audits, including Quality System reviews, as required in subsection 6.3.2.1(j)			
e. The system for providing feedback to personnel responsible for the area audited and for taking timely and appropriate corrective actions whenever discrepancies are detected.			

f. The procedures established to address conflict-of-interest questions arising from the NEFAP standards and for the accreditation body's management and technical staff.			
g. The policies and procedures established to maintain document control for documents required by the NEFAP standards			
h. The policies and procedures to implement the accreditation process.			
i. The policies and procedures for dealing with appeals, complaints and disputes by laboratories.			
j. The policies and procedures for dealing with reports of questionable FSMO practices.			
11. The procedures for the selecting, training, contracting and appointing of the accreditation body's FSMO assessors. Section 6.2.5 – 6.2.7			
12. A description of the accreditation body's conflict-of-interest disclosure program. Section 6.2.5			
13. A tabular listing of all FSMO applying for accreditation in the two-year period immediately preceding the date of the application. The table shall set forth the date on which the FSMO's application for accreditation was received by the accreditation body and the date on which final action on the application was taken. (Item #9 on the application form)			
14. The policies and procedures used by the accreditation body for establishing and maintaining records on each accredited FSMO and procedures for record access and retention. Section 7.14			
15. The accreditation body's findings, reports and corrective			

actions from internal audits conducted in the last two years. Section 5.7			
16. Evidence of Management Reviews for the last two years. Section 5.8			
17. A certification that the accreditation body meets the provisions of (Item #13 on the application form)			
18. The name and job title of the individual or individuals authorized to sign accreditation certificates. (Item #10 on the application form)			
19. The application must be signed and dated by the highest ranking individual with the department or agency responsible for laboratory accreditation activities for which NELAP recognition is being sought. By signature on the application, the individual must attest to the validity of the information contained within the application and its supporting documents. (Item #13 on the application form)			

Attachment C

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	
23	Prepare DRAFT Certificate and Scope	Brian	5/3/10	
24	Forward example certificate and NEFAP seal to Brian.	Ilona	4/22/10	Complete
25	Check on status of audit checklist.	Marlene	5/3/10	Complete
26	Update SOP: 10-104 with changes discussed at 4/19 meeting. Distribute for e-mail vote.	Ilona	4/20/10	Complete
27	Forward FSMO names to Ilona.	Justin	5/3/10	
28	Review and comment on SOP 10-105.	All	5/10/10	Complete
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	6/8/10	
31	Review comments from Policy Committee on SOP 10-104. Provide feedback and possible language changes.	All	5/28/10	
32	Review Application and Checklist and provide comments by e-mail.	All	6/8/10	
33	Send planning update regarding Washington, DC meeting.	Justin	5/26/10	
34	Prepare AB certificate and Scope.	Brian	6/8/10	

Attachment D

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			