

NEFAP Board Meeting Summary May 3, 2010

1. Roll call and approval of minutes:

Chair Marlene Moore called the NEFAP Board meeting to order on May 3, 2010 at 1:30pm EST. Attendance is included in Attachment A. There were 8 Board members present on the call.

The minutes from the April 19th meeting were reviewed. Jan motioned to approve the minutes and Dane seconded the motion. There was no further discussion and the motion was unanimously approved. The minutes will be forwarded for posting to the TNI website.

2. Update from Field PT

Update from Cheryl (e-mail 5/3/10):

During its last call, the PT Subcommittee reviewed ELPAT data provided to the group by AIHA PAT Programs. Some additional ELPAT data (specifically on XRF performance) is being sought so that the group can move forward with developing a FoPT. It will take a little more time to review the additional data and agree on the issues related to the implementation of an FSMO accreditation program such as appropriate frequency of testing, XRF capabilities, calibration ranges and reporting limits, quality control data for the sampling devices, etc. Ilona can certainly add more to discussion, if necessary.

Marlene raised the concern that the team is talking about frequency. This is a Standard's issue – not a PT Board issue. Ilona did not remember this topic being discussed on the call, but Marlene will check with Cheryl.

Marlene asked Board members to check to see if this is addressed in the standard.

3. Washington, DC Meeting

Justin will be leading the effort to put together the DC program. The program should include:

- FAC meeting
- NEFAP Board Meeting
- Implementation of FSMO Standard
- Lead Program Update

- Checklist (Mike will e-mail Carol Batterton to get an unlocked version of the NELAP checklist.)
- Include information on ABs that have or are planning to apply.
- A time line. It would include when applications would be accepted, evaluations performed, etc ...

Dane is willing to help. Mike may be able to provide some assistance too.

3. SOP: 10-105 – Evaluation SOP

The Board reviewed Scott's comments on the SOP (Keith and Cheryl were in other meetings and asked if they could have more time to review the comments):

Page 3 Comments – Everyone agreed with the comments.

Page 4 Comments – In “Section 5” instead of “this Section”.

Page 5 Comments – Section 5.5.3 – The paragraph should either not be there or be in 5.6. The Board decided to move it down into 5.6.

Ignore comment in section 6.1.

6.1.1.2 – Added parentheses to “if applicable”.

6.2.1.1 – Marlene would like to keep the original text. We want to be able to recognize other non-IAF/ILAC signatories. It helps to have an IAF/ILAC signatory be on team so that they can confirm that IAF/ILAC requirements are not being violated?

Need to add something about the IAF/ILAC signatory being a NEFAP AB.

6.2.3 Suggesting that this be moved up to Section 5. Keep training all in one section. This information is already covered in Section 5. This section will be deleted.

6.2.4 – Scott thought this was redundant. It will be deleted.

Page 7: Make change to LE.

6.3.4.5 – Scott added: In conducting this review, the team shall not be bound by interpretations of ISO 17011 made by organizations other than NEFAP.

Marlene commented that this is similar to something in section 4. We will expand on this and remove Scott's 6.3.4.5 addition.

6.5.2.6 Comments –

Leave, but take out term full service and use multiple fields accreditation.

6.5.2.1 – Assessor being present at ABs office. Can discussion happen by phone? It does not require that it be an in person interview. Interviews with technical staff may be

performed remotely.

6.5.4. Add “if applicable” or “as appropriate”.

Is there anything to address if an interpretation question comes up during the assessment? This can happen at a closeout. An issue comes up while the findings are disclosed at a closing meeting. Put at end of 6.5.4. If any conflicts exist – use SOP 10-104. If any disputes on interpretations – these are to follow the Dispute SOP.

6.5.5. Comment. Keep it as “In general, the evaluation team should follow.

Conflict of Interest Verification – between whom? FSMO and AB. How are the assessors selected for the FSMO? Selection of assessors includes assessment for conflict of interest.

6.7.2 - There is a concern that the AB should be consulted because the cost of the assessment goes up with more people present. Team agreed.

6.10.1 – Wording issues. Doesn't look like there is a time frame for how long the evaluation team has to get back to the AB. 30 days for renewals. Often time there is no limit for initials. Team agreed that after a year, the AB will have to reapply.

6.13 – Remove highlighted language.

Everyone needs to look for comments this week and send them to the entire Board. The SOP will be sent out the following week for a vote.

5. New Items

- FAC is reviewing the LQSR for the Lead Program.
- The Evaluation SOP should be to the Policy Committee within about 2 weeks.
- Marlene will follow-up with Doug Berg on the DRAFT of the application.

6. Next Meeting

The next meeting of the NEFAP Board will be Monday, May 24, 2010 at 1pm EST.

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

The meeting was adjourned at 2:52 pm EST. (Motion: Scott Second: John 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 Absent	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 Absent	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 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 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			