

**NEFAP Executive Committee
Meeting Summary
January 12, 2015**

1. Roll call:

Kim Watson, Chair, called the NEFAP Executive Committee meeting to order on January 12, 2015 at 1:36 pm ET. Attendance is included in Attachment A. There were 8 committee members present. Associate Members present: Mike Miller, Marlene Moore and William Batschelet.

The meeting minutes from November 17, 2014 were reviewed. Seb made a motion to approve the November 17, 2014 minutes. The motion was seconded by Troy and unanimously approved.

2. Policy Committee Representative

John Moorman has been the NEFAP representative on the Policy Committee, but needs to be replaced this month. This was noted in the last meeting and Kim has not had anyone volunteer. Ilona will send out another request to committee members and to individuals who have previously been on the NEFAP EC or FAC that are still involved in the process. Kim and Ilona will fill the roll until a replacement is found. The first meeting is this Friday at 11am ET.

3. Formation of the Nominating Committee

It is time to form a Nominating Committee with the goal of voting in new membership in March. Kim asked for volunteers to be the Chair, but no one volunteered. Ilona will send the request to all committee members and Kim will talk to various members to find a Chair.

Ilona read the list of members that should be up for renewal or stepping off of the committee. Marlene questioned some of the renewal dates and opportunities for renewal, so Ilona said she would look back through documentation to confirm the start-up and terms of the original NEFAP EC. *(Addition: Ilona found that the official start date of the NEFAP EC was April 11, 2012. She received a document from Jan Wilson on April 2, 2013 that confirmed everyone's terms at start-up. The members noted in the meeting for renewal or stepping off are correct: Dane Wren, John Moorman (not renewing), Cheryl Morton, Seb Gillette (checking on organization's support to renew), Justin Brown and Jack Farrell.)*

Kim will contact the members who are up for renewal and determine how many people will be stepping off the committee. This information will be provided to Ilona so she can put a NEWS item together on the TNI Website and to the Nominating Committee Chair so that a slate of candidates can be put together.

4. SOPs

Justin had mentioned that there are supposed to be formal comments on their way from the Policy Committee on SOPs 5-103 and 5-106. After discussion, the committee decided to go ahead and finish these SOPs and vote on them for submission to the Policy Committee so they have current procedures to comment on. John had noted that the Policy Committee will be discussing the NEFAP EC SOPs in the upcoming meetings.

Copies of SOP 5-103 and 5-106 were updated by Justin and Ilona added some language and comments. These SOPs were distributed to the committee for final review on 1-9-15.

SOP-103 - Nominating

The committee had no additional comments and agreed with the additions made by Justin and Ilona.

SOP – 5-106 -SIR

The committee had no additional comments and agreed with Ilona's concern that the language deleted after 5.3.3 should be retained. It should be section 5.4 and the following section should be 5.5. This change will be made. All other changes made by Justin and Ilona were acceptable.

Doug Leonard moved to approve SOPs 5-103 and 5-106 as sent to the committee by Ilona on 1-9-15 with the addition of the language in 5-106 previously deleted after section 5.3.3. The motion was seconded by Troy and unanimously approved.

Ilona will finalize the SOPs and forward them to the Policy Committee this week.

5. Advocacy Update

Marlene provided an update of some activities she has planned in the near future:

- Paper turned in to TCEQ conference (and accepted) – May 2015
- DoD – An abstract will be submitted as soon as the call for papers goes out.

Marlene plans to focus more time on the promotion of NEFAP.

6. Review and Vote on FSMO Tools

Three documents were distributed for the committee's review and approval.

Accreditation Process Summary

Comments on this document were received by email and considered during the discussion today. The document is long, but the committee decided that it is very useful in its current form and should be considered for approval. Marlene commented that the original document did not include information on preliminary assessments and document review before the assessment. Ilona added some language from the standard to cover these topics in the summary. Additional language for these topics was sent this morning. Doug L. and other committee members preferred that the new language supplied not be added to the document and it be considered for approval with the language sent on 1/11/15.

A motion was made by Carl Kircher to approve the accreditation summary distributed on 1/11/15 (DRAFT-NEFAP Accreditation Summary rev14-1-11-15) as written. The motion was seconded by Lauren. Vote: For – 7 Against – 0 Abstain – 1 (Doug – These types of documents can sometimes cause more confusion – so prefers to abstain.) The motion passed.

Doug commented that one concern he has with the summary is that it states that accreditation is granted on a two year cycle, but some ABs may have a different accreditation cycle.

(Addition: This is acceptable as per SIR #2:

Volume	Volume 2: Accreditation Bodies
Section	7.11.3 Note
Describe the Problem:	Is there a requirement for an accreditation body to establish a 2 year cycle to re-accredit the FSMO. Are the options in ISO/IEC 17011 7.11.3 b) available for the accreditation body?
Response:	Volume 2 Section 7.11.3 does establish a requirement for a two year cycle for <i>re-qualification</i> if the accreditation is based on reassessments alone. The word “typically”, in the note section of 7.11.3 in Volume 2, is used instead of “shall” or “must” and is thus not considered a requirement.

2007 vs 2014 Field Standard Summary

This document was distributed on 1-9-15 (DRAFT –Summary of 2007 vs 2014 Standard Changes-1-9-15-v0).

A number of committee members did have an opportunity to review this document and preferred to review and vote on its approval by email. Ilona will distribute it for review and then open it up for voting by email.

Priority Elements Document

This document was updated to address Marlene's emailed comments and re-distributed on 1-11-15 (Priority Elements-DRAFT-4-28-14-v6). The committee preferred to have more time to look at this document and review it and vote on its approval by email. Ilona will also distribute this document for review and then open it up for voting by email.

7. TNI Winter Meeting

Kim asked who will be in attendance at the meeting in Crystal City, VA: Carl, Tracy, Lauren, Doug L., Cheryl, Marlene, Mike Miller.

8. Mobile Laboratory Subcommittee

Kim noted that the subcommittee did not meet in December, but she expects that the subcommittee will be back on task and have something to report in Crystal City, VA.

9. 2015 Charter

The committee will review and update its Charter as soon as they receive direction from the Board of Directors. The Strategic Planning documents should be available soon.

10. New Business

- The Recognition Committee has received all the documents to complete the recognition process. They are reviewing them and will meet the second half of January. Marlene hopes to present the recognition at the Crystal City, VA meeting.

11. Next Meeting

The next meeting of the NEFAP Executive Committee will be face-to-face in Crystal City, VA on Wednesday, February 4th at 10:30 am Eastern.

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

The meeting was adjourned at 2:28 pm EST. (Motion: Carl Second: Doug L. Unanimously approved.)

Attachment A

**Participants
TNI NEFAP Executive Committee**

Members	Affiliation	Balance	Contact Information	
Kim Watson (2017) (Chair) Present	Stone Environmental Inc	FSMO	(802)229-2196	kwatson@stone-env.com
Keith Greenaway (AB) (Vice-Chair) Absent	ACLASS	AB	(703)836-0025	keith.greenaway@aclasscorp.com
Dane Wren (2015*) Absent	Wren Engineering, P.A.	FSMO	(407)833-0061	dwren47@aol.com
Calista Daigle (2016) Absent	Dade Moeller	FSMO	(225)485-2007	calista.daigle@gmail.com calista.daigle@moellerinc.com
Troy Burrows (2017*) Present	STAC (Entec Services, Inc.)	AB	(800) 429-8445	TBurrows@entecservices.com
John Moorman (2015*) Absent	Water Quality Monitoring Division, South Florida Water Mang District	FSMO	(561)753-2400 x4654	jmoorma@sfwmd.gov
Cheryl Morton (2015*) Present - 1:22 pm	AIHA	AB	703-846-0789	cmorton@aiha.org
Doug Leonard (AB) Present – Late	LAB	AB	260-637-2705	dleonard@l-a-b.com
Nilda Cox (2016*) Absent	Eurofins Eaton Analytical Inc	Other	626-318-8517	nildacox@eurofinsus.com
Doug Berg (AB) Present -Tracy 1:33pm	PJ Laboratory Accreditation, Inc.	AB	(248)709-0096	dberg@pjlabs.com douglaslberg@gmail.com
Paul Bergeron (2016*) Absent	LELAP	AB	225-219-3247	Paul.bergeron@la.gov
Carl Kircher (2016*) Present	Florida DOH	AB	904-791-1574	Carl_kircher@doh.state.fl.us
Lauren Smith (AB) Present	A2LA	AB	(301)644 3216	lsmith@a2la.org
Seb Gillette (2015*) Present	DOD	Other	(210) 395-8434	john.gillette.1@us.af.mil
Justin. Brown (2015*) Absent	EMT	FSMO	(847)324 3350	jbrown@emt.com
Jack Farrell (2015*) Absent	AEX	Other	(407)331-5040	aex@ix.netcom.com
Ilona Taunton (Program Administrator) Present	The NELAC Institute		(828)712-9242	tauntoni@msn.com

Attachment B
Action Items – NEFAP Executive Committee

	Action Item	Who	Expected Completion	Actual Completion
27	Forward FSMO names to Ilona.	Justin	3-15-13	
39	Give Alternate name to Ilona.	All	9/30/10	Ongoing
81	Prepare NEFAP Timeline Agenda next month	Doug L.	4/22/13	4/22/13: It has been distributed and needs to be put on agenda for review. 5/29/14: Will be on June 2014 agenda.
106	Mobile Lab Issue – Subcommittee to begin work. From Backburner: Evaluate overlap issue with NELAP and DoD ELAP regarding mobile labs. (Originally brought up 8-6-12 meeting.)	Kim, Scott, Doug Berg, John and Marlene. Mike to help through 3/13. 3/28/13: Paul has been added.	TBD	3/28/13: Subcommittee will begin work in April. Questionnaire will go out first. 6/12/13: Survey will go out this week. 10/10/13: Survey will be sent to 2 more lists of people.
110	Complete DRAFT Training SOP for EC review.	Scott, Lauren, Ilona	3/31/13	
116	Update Evaluation SOP and distribute to committee.	Marlene Carl Justin	5/2/13	6/12/13: Still in progress. 7/15/13: Still in progress. 12/17/13: Kim will help with this. 1/29/14: Kim will update language. Ilona will update attachments. 4/2014: Ilona

	Action Item	Who	Expected Completion	Actual Completion
				updated SOP and distributed for review. See Action Item 141 for further progress on this item. Complete
119	Update “Guidance for ABs on the Suggested Content for the Scope of Accreditation” by adding comments received by e-mail to Scope inquiry. Distribute to committee.	Kim	Next meeting	A guidance document outline will be discussed at the January meeting. 5/29/14: This will be added to the June 2014 agenda.
124	Send Presentation slides to committee members for review and comment. The slides will be used for future presentations about NEFAP.	John	10/15/13	
130	Prepare DRAFT outline for Scope Guidance Document	Kim	1/24/14	
135	Add Mobile Lab issue to charter.	Kim	3/15/14	
144	Distribute SOP 5-103 and 5-106 with John’s concerns for discussion at the June meeting.	Kim	6/9/14	No Longer Applicable
145	Check-in with Dane regarding membership.	Kim	7/15/14	
147	Check with John about updating SOP 5-106.	Kim	7/25/14	No Longer Applicable
149	Complete application to work on Scope of Accreditation Guidance and send to FAC for comment.	Kim	7/31/14	10/10: Kim will ask Justin.
151	Update SOPs 5-103 and 5-106 with information from 11-17-14 meeting.	Justin	Prior to Dec meeting.	Complete
152	Prepare document for review that may go to the TNI Board regarding Stakeholder Groups.	Justin Ilona	Prior to Dec meeting.	Information added to SOP 5-103 instead.

	Action Item	Who	Expected Completion	Actual Completion
				Closed.
153	Review documents coming from the FSMO Tools Subcommittee.	All	12/1/14	1/12: Continued
154	Send out FSMO Tools (Priority Checklist and Standard Comparison) to committee for email review and voting.	Ilona	1/16/15	
155	Contact rotating members to see if they would like to apply for renewal. Let Ilona and Chair of Nominating Committee know results.	Kim	1/16/15	
156	Send request for volunteer for Policy Committee and Nominating Chair.	Ilona	1/16/15	
157	Finalize SOPs 5-103 and 5-106 and send to Policy Committee.	Ilona	1/14/15	

Attachment C

Backburner / Reminders – NEFAP Executive Committee

	Item	Meeting Reference	Comments
4	Review Charter.	October 2014	
6	Evaluate how to handle adding additional ABs. Impact on committee size.	8-6-12	
9	Determine need for a policy or statement regarding the assessment of sampling.	4-22-13	