

**NEFAP Executive Committee**  
**Meeting Summary**  
**January 29, 2014**

1. Roll call:

Chair, Kim Watson, called the NEFAP Executive Committee meeting to order on January 29, 2014 at 1:07 pm EST in Louisville, KY. Attendance is included in Attachment A. There were 9 committee members present. Associate Members present: Marlene Moore, Mike Miller, William Batschelet.

A copy of all PPT presentations provided during the meeting can be found in Attachment D.

2. Charter

Kim pulled up a copy of the charter (Attachment E) and reviewed it with the attendees. In addition to the Key Milestones listed in the Charter, the committee will be working on the Mobile lab issue this year. This charter has been submitted to the TNI Board of Directors and will be posted after approval. The Mobile Lab issue will be added to the charter.

3. Scope of Accreditation

Kim shared the “Guidance for ABs on the Suggested Content for the Scope of Accreditation” (Attachment F) document. This is not an official document, but the committee is considering to make this a true guidance document. *(Note: The committee got input on Scope of Accreditation during June 2013 and this information will be added to the document – Action Item 119).*

There are procedures that will need to be followed if the committee decides to continue to develop this into a TNI guidance document. Ilona will forward the SOP to do this to Kim.

Doug Leonard made a motion that the committee should establish a guidance document for Scope of Accreditation and John seconded the motion.

Discussion:

Craig Sprinkle asked why this document is necessary. It would help with consistency in descriptions between all ABs. Craig thought a list of elements of what needs to be in a description would help with this. Kim thought the example in Attachment F would help with categorizing things for a description. Justin reminded everyone that this is just guidance that can be used to help, but an FSMO needs to work closely with their AB when developing the scope.

Marlene commented that the scope needs to be kept broad as we get started. Information on collection technologies, methods and other groupings would be helpful to keep some consistency between scopes. As the program grows it may become clear if more specific guidance on scope is possible as more scopes are developed.

Kim added that the list in Attachment F is only a beginning and additional input would be greatly appreciated. Kim reminded everyone that some facilities may only have one SOP for something like Soil Sampling and it covers all the different collection methods, matrices and technologies. The FSMO needs to be able to be accredited to that SOP.

Justin shared Section 7.1.3.2.1 of Volume 2 to clarify what scope includes:  
*Accreditation shall be granted for Field Sampling by Matrix/Technology, and/or for Field Measurements by Matrix/Technology.*

*NOTE: Accreditation may also be granted for Field Sampling/Measurement Methods, or analyte as specific to regulatory programs.*

Justin noted that the FAC decided to provide text with more flexibility at this time.

Ilona shared the request from the Recognition Committee that started this discussion:

*Currently the ABs are demonstrating different ways to address the scope of accreditation for sample collection methods, technologies. It is not consistent and appears to depend on the AB staff and assessor knowledge/experience with sample collection. (This is not the same as field measurements, which are more consistently handled.)*

*There is no guidance or information for the ABs and evaluators to review which provides information related to sample collection technologies, methods or other groupings. There are many sources of information and examples used by agencies and users of FSMOs services. It is suggested the NEFAP EC consider developing a guidance document or information source piece to help ABs, evaluators and FSMOs to understand ways of grouping the scope. One document that could be reviewed is the ILAC scope of accreditation document.*

Jack: Jack would like to see more specific guidance. Doug Leonard noted that he is in agreement with Marlene that it can't be that specific at this time because there are not enough FSMOs to really make a good list to prepare scopes. The AB owns the scope and it needs to be a back and forth discussion with the FSMO to develop the scope.

Nilda: Her laboratory applied to a non-governmental AB for ISO 17025 accreditation. She went through examples of scopes to try to figure out how to set-up her scope. It was difficult and this is why she agrees guidance is needed.

Vote: The motion was unanimously approved.

The committee will complete the application in SOP 1-105 for preparing a guidance document.

#### 4. Evaluation SOP

The SOP being updated is SOP 5-105 Rev1 8-6-12.

Kim reviewed the SOP on the overhead and discussed different options for finishing the update to this SOP. Kim will continue to work on the language changes in the SOP based on the Recognition Committee letter dated 12-15-13. Ilona will review the attachments and update as needed based on the last procedure used to evaluate an AB. These updates will be completed in March and prepared for the March NEFAP EC meeting.

#### 5. Mobile Laboratories

Mike reviewed the survey that is being used to gather information for the Mobile Laboratory Subcommittee (see Attachment D).

The survey will be posted on the TNI website and people will be encouraged to access it and complete the survey. (Survey monkey is \$295 if we want to use this to collect information from surveys. It also has a free version that Kim and Mike will take a look at to see if it meets the needs of the mobile lab survey. They will get back to Ilona so this information can get posted.)

Justin noted that mobile labs can be accredited under NELAP and NEFAP.

Ilona commented that a subcommittee member may want to call the states we have not heard from and complete the application with them on the phone.

Doug Berg shared a presentation on mobile laboratories (see Attachment D).

Mobile labs can do field measurements, but field measurements can also be done without a mobile lab.

BREAK (3:00-3:30)

The Mobile Lab Subcommittee: Mike Miller, Kim, Paul Bergeron, Scott Evans, Marlene Moore and John Moorman. Craig Sprinkle, Mike Shepherd and Justin Brown would also like to participate on this committee. Kim thought Doug Berg should be invited to the next subcommittee meeting too.

Dave Speis commented that it will be difficult for this subcommittee to work on this topic alone. It affects accreditation in both NEFAP and NELAP. They need to involve and keep in contact with NELAP and DoD.

The subcommittee will meet in February and determine how to move forward. If the group wants to meet with DoD and NELAP, it may be possible to do something like this during the meeting in Washington, DC. The thought would be to meet with these groups

prior the regularly scheduled NEFAP EC meeting so that the information gained can be discussed during the meeting. It could be a lunch meeting, special meeting for input or be done during the regular NEFAP or FAC meetings. Kim thought Doug may be able to help with contact to the DoD.

## 6. Advocacy

Marlene is NEFAP's representative on the Advocacy Committee. Justin is available to provide back-up.

The NEFAP EC would like 500 brochures on hand to distribute as needed when people attend various conferences through the year. Ilona will talk to Jerry.

## 7. Standard

The new TNI FSMO standards have been approved by the FAC. Justin will be forwarding the standards to the NEFAP EC for their review and adoption. The next step will be to discuss implementation.

Ilona will update the checklists with the new standard language and provide this to the FAC and NEFAP EC prior to their next meetings.

## 8. Nomination Subcommittee

Kim reviewed the responsibilities of the subcommittee and asked for a volunteer to chair this subcommittee. The chair will select the final subcommittee members.

A motion was made by Justin to nominate Cheryl as chair of this subcommittee. The motion was seconded by Doug Leonard.

Vote: For – 7 (Keith, Kim, John, Justin, Cheryl, Nilda, Doug Leonard) Against – 0  
Abstain – 0

The motion passed.

## 9. Next Meeting

The next meeting of the NEFAP Executive Committee will be March by teleconference.

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

The meeting was adjourned at 4:15 pm EST. (Motion: Keith Second: Justin Unanimously approved.)

**Attachment A**

**Participants**

**TNI NEFAP Executive Committee**

<b>Members</b>	<b>Affiliation</b>	<b>Balance</b>	<b>Contact Information</b>	
Kim Watson (Chair) <b>Present</b>	Stone Environmental Inc	FSMO	(802)229-2196	<a href="mailto:kwatson@stone-env.com">kwatson@stone-env.com</a>
Keith Greenaway (Vice-Chair) <b>Absent</b>	ACLASS	AB	(703)836-0025	<a href="mailto:keith.greenaway@aclasscorp.com">keith.greenaway@aclasscorp.com</a>
Dane Wren  <b>Absent</b>	Wren Engineering, P.A.	FSMO	(407)833-0061	<a href="mailto:dwren47@aol.com">dwren47@aol.com</a>
Calista Daigle  <b>Absent</b>	Dade Moeller	FSMO	(225)485-2007	<a href="mailto:calista.daigle@gmail.com">calista.daigle@gmail.com</a> <a href="mailto:calista.daigle@moellerinc.com">calista.daigle@moellerinc.com</a>
Scott Evans  <b>Absent</b>	Clean Air Engineering	AB	847-654-4569	<a href="mailto:sevans@cleanair.com">sevans@cleanair.com</a>
John Moorman  <b>Present</b>	Water Quality Monitoring Division, South Florida Water Mang District	FSMO	(561)753-2400 x4654	<a href="mailto:jmoorma@sfwmd.gov">jmoorma@sfwmd.gov</a>
Cheryl Morton  <b>Present</b>	AIHA	AB	703-846-0789	<a href="mailto:cmorton@aiha.org">cmorton@aiha.org</a>
Doug Leonard  <b>Present</b>	LAB	AB	260-637-2705	<a href="mailto:dleonard@l-a-b.com">dleonard@l-a-b.com</a>
Nilda Cox  <b>Present</b>	Eurofins Eaton Analytical Inc	Other	626-318-8517	<a href="mailto:nildacox@eurofinsus.com">nildacox@eurofinsus.com</a>
Doug Berg  <b>Present</b>	PJ Laboratory Accreditation, Inc.	AB	(248)709-0096	<a href="mailto:dberg@pjlabs.com">dberg@pjlabs.com</a> <a href="mailto:douglaslberg@gmail.com">douglaslberg@gmail.com</a>
Paul Bergeron  <b>Absent</b>	LELAP	AB	225-219-3247	<a href="mailto:Paul.bergeron@la.gov">Paul.bergeron@la.gov</a>
Carl Kircher  <b>Absent</b>	Florida DOH	AB	904-791-1574	<a href="mailto:Carl_kircher@doh.state.fl.us">Carl_kircher@doh.state.fl.us</a>
Lauren Smith  <b>Present - Phone</b>	A2LA	AB	(301)644 3216	<a href="mailto:lsmith@a2la.org">lsmith@a2la.org</a>
Seb Gillette  <b>Absent</b>	DOD	Other	(210) 395-8434	<a href="mailto:john.gillette.1@us.af.mil">john.gillette.1@us.af.mil</a>
Justin B. Brown  <b>Present</b>	EMT	FSMO	(847)324 3350	<a href="mailto:jbrown@emt.com">jbrown@emt.com</a>

Members	Affiliation	Balance	Contact Information	
Jack Farrell  <b>Present (Part of meeting)</b>	AEX	Other	(407)331-5040	<a href="mailto:aex@ix.netcom.com">aex@ix.netcom.com</a>
Ilona Taunton (Program Administrator) <b>Present</b>	The NELAC Institute		(828)712-9242	<a href="mailto:tauntoni@msn.com">tauntoni@msn.com</a>

**Attachment B**  
**Action Items – NEFAP Executive Committee**

	<b>Action Item</b>	<b>Who</b>	<b>Expected Completion</b>	<b>Actual Completion</b>
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 moth	Doug L.	4/22/13	4/22/13: It has been distributed and needs to be put on agenda for review.
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.
119	Update “Guidance for ABs on the Suggested Content for the Scope of Accreditation” by adding comments received by e-mail to Scope inquiry.	Kim	Next meeting	A guidance document outline will be discussed at the

	<b>Action Item</b>	<b>Who</b>	<b>Expected Completion</b>	<b>Actual Completion</b>
	Distribute to committee.			January meeting.
123	Send Ilona survey that needs to be mailed out.	Mike Miller Kim	10/24/13	
124	Send Presentation slides to committee members.	John	10/15/13	
130	Prepare DRAFT outline for Scope Guidance Document	Kim	1/24/14	
131	Review minutes to find information for Evaluation SOP.	Kim Ilona	1/15/14	
132	Form Nomination Subcommittee	Kim	1/15/14	Cheryl appointed as Chair of Subcommittee. Complete
133	Update format and send Nomination SOP to Policy Committee.	Ilona	1/25/14	Complete
134	Send Charter to TNI Board.	Ilona	1/6/14	Complete
135	Add Mobile Lab issue to charter.	Kim	3/15/14	
136	Look at Survey Monkey and decide how survey should be posted on the TNI website.	Kim Mike	March meeting.	
137	Update Evaluation SOP (Kim – text, Ilona-Attachments)	Kim Ilona	March meeting.	
138	Check on brochure status.	Ilona	March meeting.	



## Attachment C

### Backburner / Reminders – NEFAP Executive Committee

	Item	Meeting Reference	Comments
4	Review Charter.	October 2013	
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	
10	Form Nomination Committee to develop new member recommendation for vote in March 2014.	10-10-13	



### NEFAB EC Meeting


- Agenda
- Introductions
- Charter
- Scope of Accreditation
- Work on the Evaluation SOP 5-105
- Mobile Lab Discussion

### NEFAB EC Meeting

- Advocacy Update-Brochure
  - FSMO and AB Training
- Standard Update
- Nomination Committee Status
- Other

### Charter

- Charter
- [NEFAP Charter2013-11-19-13.doc](#)




### Scope of Accreditation

- Amendments
- [Proposed Scope of AccreditationJan2014.docx](#)



### Status of AB Evaluation

- Report from Recognition Subcommittee
- Committee – name change
- SOP update
- Competence / Complete



 **Mobile Lab Subcommittee**


□ STATUS






**Mobile Lab?**


- Where is the assessor?
- Do I need primary or secondary accreditation?
- How do you interview?
- Where is the VIN?



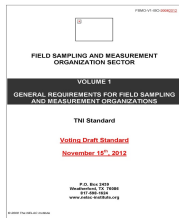
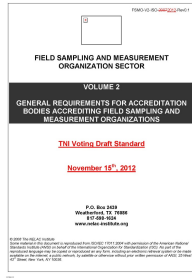

 **Advocacy Update**


□ Brochure  
□ Status of FSMO Applications and Actions for Committee to Communicate



 **Standard Update**


□ Status



 **Nomination Committee**

□ Status

 **Other Business**

□ Open



## Contact Information

- Ilona Taunton, TNI-  
Nelac Institute
- FAC Committee Chair  
Justin Brown
- EC Committee Chair  
Kim Watson



## NEFAP Mobile Field Lab Questionnaire

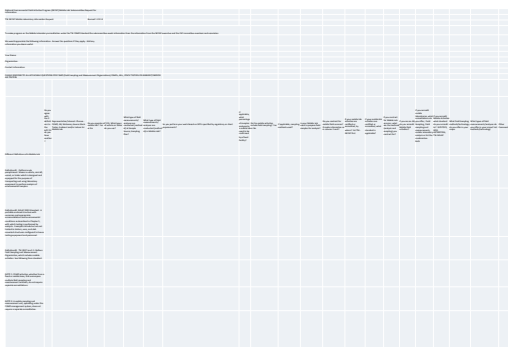
Michael Miller  
mwmillernviron@yahoo.com

1/29/14

## Questionnaire

- To make progress on the Mobile Laboratory accreditation under the TNI FSMO Standard the subcommittee needs information from the NEFAP executive and the FAC committee members and associates.
- We would appreciate the following information. Answer the questions if they apply. Add any information you deem useful.
- [Mobile Lab Input - 1-22-14.xlsx](#)

1/29/14



1/29/14

## Sample Mobile Lab Definitions

1) California rule paraphrased: Means a vehicle, aircraft, vessel, or trailer which is designed and equipped for the purpose of transporting and using laboratory equipment to perform analysis of environmental samples.

1/29/14

## Mobile Lab Definitions

2) NELAC 2003 Standard: A portable enclosed structure with necessary and appropriate accommodations and environmental conditions as described in Chapter 5, with which testing is performed by analysts.

1/29/14

## Definitions

3) TNI-FSMO 2007 rev 0.1: Defines Field Sampling and Measurement Organization, which includes mobile activities, following from standard.

NOTE 1: FSMO activities, whether from a fixed or mobile base, that encompass multiple field sampling and measurement locations, do not require separate accreditations.

NOTE 2: A mobile sampling and measurement unit, operating under the FSMO management system, does not require a separate accreditation

1/29/14

### Questions on Spread Sheet

- 1) Do you agree with the any of 3 definitions to the left? Or do you have another?
- 2) Representation/Interest: Choose - FSMO, AB, Stationary Source Stack Tester, Ambient and/ or Indoor Air Mobile Lab

1/29/14

### FSMO

- 3) Do you operate a mobile lab? Yes or No
- 4) If YES, What types of vehicle or trailer do you use?
- 5) What type of field measurements/ analyses are conducted (method id) at Sample Source, Sampling Plan?
- 6) What type of field measurements/ analyses are conducted (method id) in Mobile Lab?
- 7) Do you perform your work based on SOPs specified by regulatory or client requirements?

1/29/14

### FSMO

- 8) What type of field measurements/ analyses are conducted (method id) at Sample Source, Sampling Plan?
- 9) What type of field measurements/ analyses are conducted (method id) in Mobile Lab?
- 10) If applicable, what percentage of samples analyzed in a mobile lab need to be confirmed by a fixed facility?
- 11) Do the mobile activities include field sampling? Yes or No.
- 12) If applicable, sampling methods used?

1/29/14

### FSMO Questions

- Do You Operate a Mobile Lab?
- What Measurements/ analysis (methods) at Sample source, in mobile lab, fix base Lab
- What Sampling Methods
- What type of vehicle
- Are Measurements/ Analysis accredited?
- Are sampling Methods accredited?
- What Accreditation Standard, NELAC, TNI-FSMO, ASTM D7036, State Rule

1/29/14

### FSMO AB Questions

- 18) If you are an AB, do you accredit Mobile field activities?
- 19) If you accredit mobile laboratories, what accreditations do you offer; Field Sampling, Field sampling and measurements, mobile Laboratory analysis or list the combination.
- 20) If you accredit Mobile Activities what standard do you accredit to? ISO17025, DOD, ASTM D7036, TNI-NELAP, TNI-NEFAP, State
- 21) What Field Sampling methods/technology do you offer in your scope.
- 22) What types of field measurements/analyses do you offer in your scope? List methods/technology

1/29/14

- 13) Is your Mobile Lab used to prepare field samples for analysis? Yes, No
- 14) Is your Mobile Lab used to prepare field samples for analysis?
- 15) If your mobile lab activities are certified or accredited, by whom? list TNI-NEFAP first
- 16) If your mobile lab activities are certified or accredited, what standard is applicable?
- 17) If you contract for Mobile Lab services, what are the methods (analysis and sampling) you contract for?

1/29/14

### FSMO-STAC

- Do You Operate a Mobile Lab?
- What Measurements/ analysis (methods) at Sample source, in mobile lab, fix base Lab
- What Sampling Methods
- What type of vehicle
- Are Measurements/ Analysis accredited?
- Are sampling Methods accredited?
- What Accreditation Standard, NELAC, TNI-FSMO, ASTM D7036, State Rule

1/29/14

### Ambient/ Indoor Air

- Same Questions as other FSMOs

1/29/14

### Conclusions

- Please Participate and/ or Associates and clients
- The questionnaire will be posted on the TNI web site under FSMO
- Questions ??????

1/29/14

## Mobile Laboratories

Douglas Berg  
Testing Program Manager  
PJLA

## Mobile Laboratories

- What is a mobile lab?
- Where are mobile labs mentioned?
  - In the DoD QSM
  - In the NELAC standard
- Mobile Labs – how mobile is mobile?
- How identified?
- Issues with mobile labs

## What is a “Mobile Lab”?

“I shall not today attempt further to define the kinds of material I understand to be embraced within that shorthand description ... and perhaps I could never succeed in intelligibly doing so. But *I know it when I see it ...*”

*Justice Potter Stewart, concurring opinion in Jacobellis v. Ohio 378 U.S. 184 (1964)*

## DoD QSM 4.2

- **4.1.3 “The laboratory management system shall cover work carried out in the laboratory’s permanent facilities, at sites away from its permanent facilities, or in associated temporary or *mobile facilities*.”**

## NELAC Standard

- **Mobile Laboratory:** A portable enclosed structure with necessary and appropriate accommodation and environmental conditions as described in Chapter 5, within which testing is performed by analysts. Examples *include but are not limited to* trailers, vans, and skid-mounted structures configured to house testing equipment and personnel.

## NELAC Standard

### 4.0 ACCREDITATION PROCESS

Laboratories applying for accreditation may be fixed-base or *mobile*.

- a) An individual fixed-base laboratory requires a separate accreditation. The primary accrediting authority shall determine what constitutes an individual fixed-base laboratory when noncontiguous laboratory facilities operate under the same ownership, technical directorship, and quality system as the parent laboratory.
- b) The primary accrediting authority shall determine if a separate accreditation is required for *mobile laboratories* that are located within and analyze samples exclusively from within their jurisdiction.
- c) The primary accrediting authority shall determine if *mobile laboratories* that are not individually accredited by a primary accrediting authority will need separate accreditation to operate within their jurisdiction.



### NELAC Standard

- 5.4.1.3 The laboratory management system shall cover work carried out in the laboratory's permanent facilities, at sites away from its permanent facilities, *or in associated temporary or mobile facilities.*

### NELAC Standard

- *(Effective July 1, 2003) Field Measurement: The determination of physical, biological, or radiological properties, or chemical constituents; that are measured on-site, close in time and space to the matrices being sampled/measured, following accepted test methods. This testing is performed in the field outside of a fixed-laboratory or outside of an enclosed structure that meets the requirements of a mobile laboratory.*

### NELAC Standard

- 4.1.7.1 Primary Application Package
- A laboratory seeking accreditation shall complete and submit an application package to the primary accrediting authority(ies). An accrediting authority participating in NELAP shall include in its application form the following:
  - a) Legal name of laboratory,
  - b) Laboratory mailing address ...
- *t) Unique vehicle identification number, such as manufacturer's Vehicle Identification Number (VIN#), serial number, or license number (if a mobile laboratory)*

### Mobile Lab?



### Mobile Lab?



### Mobile Lab?



### Mobile Lab?



### Mobile Lab?



### Mobile Lab?



### Mobile Lab?



**PERRY JOHNSON LABORATORY  
ACCREDITATION, INC.**

#### Certificate of Accreditation

Perry Johnson Laboratory Accreditation, Inc., has assessed the Laboratory of:

**Trace Analytical Laboratories**  
2241 Black Creek Road  
Muskegon, MI 49444

and  
**Mobile Laboratory VIN # 1R9TA1615RM208010**

(Hereafter called the Organization) and hereby declares that the Organization has met the requirements of ISO/IEC 17025:2005 "General Requirements for the competence of Testing and Calibration Laboratories" and the DoD Quality Systems Manual for Environmental Laboratories Version 4.2 (11/15/2010) and is accredited in accordance with the:

**United States Department of Defense  
Environmental Laboratory Accreditation Program  
(DoD-ELAP)**

**This accreditation demonstrates technical competence for the defined scope:  
Environmental Testing**  
(As detailed in the supplement)

Such testing shall only be offered as or from the address given above. This Accreditation is granted subject to the system rules governing the Accreditation referred to above, and the Organization hereby covenants with the Accreditation Body's duty to observe and comply with the said rules.

For PSLA:

*Tracy Johnson*  
Tracy Johnson

President/Executive Manager  
Perry Johnson Laboratory  
Accreditation, Inc. (PJLAI)  
737 W. Big Beaver Rd., Suite 1125  
Troy, MI 48068

Initial Accreditation Date: November 1, 2013  
Renewal Date: November 1, 2015  
Page No.: 1 of 1

Perry Johnson Laboratory Accreditation, Inc., has assessed the Laboratory of:

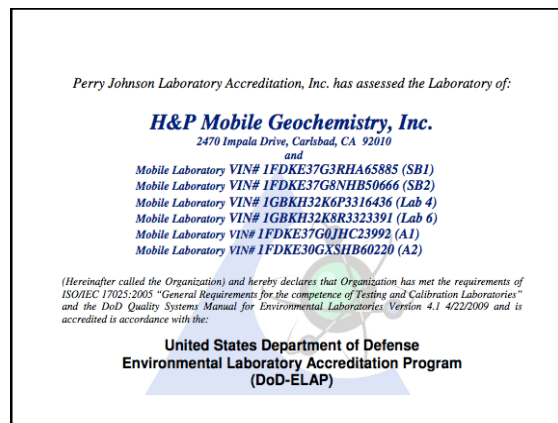
**Trace Analytical Laboratories**  
2241 Black Creek Road  
Muskegon, MI 49444

and  
**Mobile Laboratory VIN # 1R9TA1615RM208010**

(Hereinafter called the Organization) and hereby declares that Organization has met the requirements of ISO/IEC 17025:2005 "General Requirements for the competence of Testing and Calibration Laboratories" and the DoD Quality Systems Manual for Environmental Laboratories Version 4.2 (11/15/2010) and is accredited in accordance with the:

**United States Department of Defense  
Environmental Laboratory Accreditation Program  
(DoD-ELAP)**

**This accreditation demonstrates technical competence for the defined scope:  
Environmental Testing**  
(As detailed in the supplement)



## Issues with Mobile Labs

- Identification
- Equipment & Traceability
- Reporting
- Quarterly LOD/LOQ
- Proficiency Testing
- Others?

## Identification

- Various means
- VIN
- License Plate number
- Other – state laws, etc.
- As a rule, if truly “mobile” it will be a unit that has a VIN number ... Truck, van, trailer, RV, mobile “home” / “office” ...if not, is it really “mobile”? (might be ... if “transportable”)

## Identification

- A factor could be the length of time the particular unit is on a site ...
- If located on a site throughout an accreditation cycle ...
- Does it have an “address”? ... Is mail delivered to it? (Like Santa in “Miracle on 34<sup>th</sup> Street”)

## Equipment & Traceability – DoD QSM – 4.12.1.5

- 4.12.1.5 The record keeping system must allow historical reconstruction of all laboratory activities that produced the analytical data. The history of the sample must be readily understood through the documentation. This shall include interlaboratory transfers of samples and/or extracts.
  - a) The records shall include the identity of personnel involved in sampling, sample receipt, preparation, or testing.
  - b) All information relating to the laboratory facilities equipment, analytical test methods, and related laboratory activities, such as sample receipt, sample preparation, or data verification shall be documented.

### Equipment & Traceability – DoD QSM – 5.5.5 & 5.5.6

5.5.5 The laboratory shall maintain records of each major item of equipment and its software significant to the environmental tests performed. The records shall include at least the following:

- a) the identity of the item of equipment and its software;
- b) the manufacturer's name, type identification, and serial number or other unique identification;
- c) checks that equipment complies with the specification (see 5.5.2);
- d) the current location;

5.5.6 The laboratory shall have procedures for safe handling, transport, storage, use and planned maintenance of measuring equipment to ensure proper functioning and in order to prevent contamination or deterioration.

### Reporting – DoD QSM – 5.10.2

#### 5.10.2 Test Reports

Each test report shall include at least the following information, unless the laboratory has valid reasons for not doing so, as indicated by 5.10.1.a and b:

- a) A title (e.g., "Test Report," "Certificate of Results," or "Laboratory Results");
- b) The name and address of the laboratory, the location where the environmental tests were carried out, if different from the address of the laboratory, and phone number with name of contact person

### LOD & LOQ – DoD QSM Gray Boxes – D13 & D14

- Each analyte/matrix/method
- LOD & LOQ – verified quarterly ("at minimum" for LOQ)
- Impact on "mobile laboratories"?

### Proficiency – DoD QSM – Gray Box 43

#### Assuring the Quality of Environmental Test and Calibration Results: Proficiency Testing (PT) Program (Requirement)

Laboratories that perform environmental work for DoD must participate in a PT program, as defined in NELAC Chapter 2. Refer to the complete Chapter 2 and appendices for additional explanation and the NELAC website for current lists of fields of proficiency testing, PT Providers, and analyte acceptance criteria.

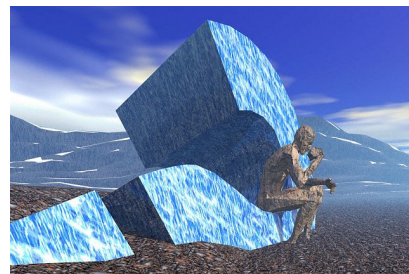
**Note: "Laboratories" ... fixed and mobile ...**

### Proficiency – DoD QSM – Gray Box 43

... Each laboratory shall participate in at least two PT studies for each field of proficiency testing per year unless a different frequency is required for a given program.

**Note: "Each laboratory" ... fixed and mobile ...**

### Questions?



## Attachment E

### National Environmental Field Accreditation Program Executive Committee (NEFAP EC)

2014 Charter

(Revised: 11-19-13)

#### **Mission:**

The purpose of the National Environmental Field Activities Program is to establish and implement a program for the accreditation of field sampling and measurement organizations.

The mission of the NEFAP Executive Committee is to ensure the implementation of a national program for FSMO accreditation that is consistent with the TNI FSMO Standard requirements. The Executive Committee will support the field accreditation program with appropriate guidance, procedures, and policies to facilitate implementation of these accreditation standards on a national level. The Executive Committee is committed to establishing and maintaining a program in support of the TNI FSMO standards that will assure continual improvement of FSMO accreditation processes and which incorporate practical, effective, and clear standards of performance that are consistent with the needs of the environmental community as well as regulatory and industry specific requirements. The NEFAP accreditation assures the organization is technically competent to generate data of known and documented quality that meet the needs of the client.

#### **Strategic Goals and Objectives:**

1. Implement a national accreditation program that is consistent with the TNI FSMO standards
2. Establish adoption and formal acceptance of the program through an advocacy program including supportive contracts, communications, and direction to the stakeholders as well as input to the Field Activities Expert Committee regarding additional standard needs.
3. Ensure consistent implementation by the ABs as an integral part of the recognition process including the implementation of AB evaluation protocols, peer review processes, and an open input policy to ensure an effective forum and corrective action process in support of all stakeholders
  - a. Implement Recognition Committee that reviews all Evaluations for compliance and consistency and provides final recommendation to the NEFAP EC.
  - b. Coordinate evaluations and collection of documents through an Evaluation Coordinator.
4. Develop field accreditation program guidance, procedures, and policies that meet the needs of the environmental community as well as regulatory and industry specific requirements and are consistent with other national and international standards, avoiding unnecessary duplication and non-value added requirements
5. Collaborate with affected stakeholders to develop national program that accounts for the needs and interests of all stakeholders while balancing considerations of cost practical concerns, and the quality and consistency of environmental data.
6. Continually evaluate and establish success measures to target opportunities for improvement.
7. Develop and maintain the tools (e.g., guidance documents, templates, training materials, etc) necessary for consistent standards implementation and AB recognition.
8. Provide an update on the NEFAP Executive Committee activities and NEFAP to the TNI Board of Directors.

#### **Success Measures:**

- Implementation of an accreditation program that is acknowledged by EPA, government agencies and organizations through contractual requirements for field sampling and measurement organizations.
- Increasing support and input from stakeholders including ABs, FSMOs, Industry, Regulators and Standards Setting Organizations.

- Field accreditation standards are adopted by those performing environmental sampling and field measurements, including those not under a regulatory mandate to do so.
- The field accreditation standards are adopted by accrediting bodies (3<sup>rd</sup> Party or government agencies) on a voluntary basis or written into regulation where applicable or through contractual arrangements.

#### **Key Milestones for 2014:**

- Review and revise (as needed) all NEFAP SOPs.
- Complete Technical Evaluations for NEFAP ABs to attain full accreditation status.
- Work with the Advocacy Committee and Field Activities Expert Committee to make the environmental community aware of NEFAP.
- Develop and implement procedures to continually evaluate and establish measures to target opportunities for improvement.

#### **Considerations:**

- Volunteer member organization with significant time constraints
- New organization with limited resources and developing infrastructure
- Ability to communicate updates and progress to the community at large in a timely fashion.
- Ability to implement an effective consensus-based accreditation program that both meets the standard requirements and ensures comparable execution of the accreditation process by all accreditation bodies
- Substantial learning curve for those organizations which have not previously been subjected to rigorous quality requirements and/or accreditation
- Ability to develop and conduct training programs
- Authority of government agencies to require FSMO accreditation
- Stakeholder “buy-in” and acceptance within the industry
- Industry “politics”

#### **Available Resources:**

- Volunteer committee members
- Industry experts
- Existing national and international consensus-based standards
- EPA Cooperative Agreement
- TNI Website
- TNI Advocacy Committee
- TNI PT Executive Committee
- Field Activities Expert Committee
- Other TNI Committees (Expert and Support)
- Dedicated TNI support resources
- Participating organizations
- FreeConference.com and Webex for conference calls
- Member database

#### **Additional Resources Required:**

- None

#### **Anticipated Meeting Schedule:**

- Where Practical - Monthly Executive Committee Teleconferences (schedule to be posted in advance of actual meetings)
- Additional teleconferences as needed
- Executive Committee meetings (face-to-face) during semiannual TNI Forums (Winter and Summer)

### Committee Membership

Proposed Members	Organization	Term Expires (March)	Representation	Subgroup
Calista Daigle	Dade Moeller Inc	2016*	FSMO	
Carl Kircher	Florida DOH	2016*	Other	Non-NEFAP AB
Cheryl Morton	AIHA Laboratory Accreditation Program, LLC	2015*	Other	Non-NEFAP AB
Dane C. Wren	Wren Engineering	2015*	FSMO	
Doug Berg	Perry Johnson Laboratory Accreditation	n/a	AB	NEFAP
Doug Leonard	L-A-B	n/a	AB	NEFAP
John(Seb) Gillette	Department of Defense	2015*	Other	
Jack Farrell	Analytical Excellence	2015*	Other	
John Moorman	South Florida Water Management District	2015*	FSMO	
Justin B. Brown	EMT	2015*	FSMO	
Keith Greenway (Vice Chair)	ANSI-ASQ National Accreditation Board	n/a	AB	NEFAP
Kim Watson (Chair)	Stone Environmental	2014*	FSMO	
Lauren Smith	A2LA	n/a	AB	NEFAP
Nilda Cox	Eurofins Eaton Analytical	2016*	FSMO	
Paul Bergeron	Louisiana DEQ	2016*	Other	Non-NEFAP AB
Scott Evans	STAC	2014*	AB	AB in the NEFAP Application Process
* - Renewable for 3 years.				

**Balance:**

- 6 FSMO
- 5 AB
- 5 Other

**Subcommittees:**

- Training Subcommittee
- Recognition Committee

**Program Administrator:** Ilona Verrips Taunton

## Attachment F

### **Guidance for ABs on the suggested content for the scope of accreditation**

*(Note: This is something originally developed by the FAC prior to the formation of the NEFAP EC. It is from March 2012. There were discussion in June 2013 regarding Scope of Accreditation and input was forwarded to the Chair of the NEFAP EC. Kim Watson will be adding the input to this document.)*

#### Organizations (See TNI FSMO Standard for Definition)

- A. Multiple Facility Organization
- B. Single Facility Organization

#### General Categories - Media

- I. Air
- II. Solids
- III. Water
- IV. Biological
- V. Chemical Wastes
- VI. Other (not otherwise categorized)

#### General Categories - Technologies

- a. X-Ray Fluorescence
- b. Immunoassay
- c. Gas Chromatography – Volatile Organics
- d. Gas Chromatography – Semi-Volatile Organics
- e. Gas Chromatography/Mass Spectrometry – Volatile Organics
- f. Gas Chromatography/Mass Spectrometry– Semi-Volatile Organics
- g. Dense Non-Aqueous Phase Liquids (DNAPL) Detection Techniques
- h. Colorimetric In Situ Probes
- i. Electrochemical Methods
- j. Ion-Specific Electrodes
- k. Open-Light Path Techniques
- l. Fourier Transform Infrared Spectroscopy
- m. Tunable Dye Lasers
- n. Direct Sensors
- o. Colorimetric Tests (includes kits)
- p. Titrametric Tests (includes kits)
- q. Spectrophotometric Tests
- r. Analyze Immediately Parameters – Dissolved Oxygen, pH, Temperature, Residual Chlorine, Sulfite.  
Note: Analyze immediately parameters may be accredited under a laboratory accreditation program that is mandated by a state regulatory requirement to be performed by a NELAP AB or State certification program.
- s. Geophysical Test Parameters (Real Time)
- t. Geological Techniques
- u. Other (not otherwise identified)

#### Categories – Methods/Programs

- i. ASTM
- ii. USGS
- iii. NIOSH
- iv. AOAC
- v. EPA
- vi. State Specific Sampling methods or requirements(e.g.; New Jersey, Florida, etc.)
- vii. Other (to be named specifically as part of the accreditation, such as LQSR for NLLAP)