

**NEFAP Executive Committee
Meeting Summary
November 11, 2010**

1. Roll call and approval of minutes:

Chair Marlene Moore called the NEFAP Executive Committee meeting to order on November 11, 2010 at 2pm EST. Attendance is included in Attachment A. There were 8 committee members present on the call.

The revised minutes from the September 29th meeting were reviewed. A motion was made by Mike and seconded by Kim to approve these minutes. Vote: 7 – For 0 – Against 1 – Abstention (Margie – no opportunity to review). The motion was approved and the minutes will be posted to the TNI website.

The minutes from the October 20th meeting were reviewed. A motion was made by Calista to approve the minutes. The motion was seconded by Kim. Vote: 7 – For 0 – Against 1 – Abstention (Margie – no opportunity to review). The motion was approved and the minutes will be posted to the TNI website.

2. 2007 Standard Update – Missed Changes

Jan will make the 15 updates to the 2007 standard and then forward them to Jane Wilson. Jane will confirm the changes and then the update will be finalized. Ilona will get a Word version of the standard to Jan.

The updated standard will be posted on the website.

The checklists will be updated with the corrected information. Kim has been reviewing the FSMO checklist and has completed the comparison to ISO 17025. She still needs to compare it to the standard. She will incorporate Jan's changes during this review.

Calista will take the AB Evaluation checklist and update the checklist with Jan's changes. Ilona will send the final copy of the AB Evaluation checklist to Calista so that she can make these updates. Mike will review the additions.

These AB Evaluation and FSMO checklists will only be updated with Jan's changes – they will not be re-voted on. They are only being corrected.

3. Standard Interpretation Request (SIR)

Ilona will work on the first DRAFT of this SOP with a goal to have it complete by December 15th.

4. Standard Update

Everyone should be reviewing the 2007 Standard and sending comments for changes to Ilona. These comments will be used during the update of the standard. A note will be added to the website to encourage people to forward comments on needed changes as they implement the standard.

5. Process Summary

Marlene put together a timeline table.

Date	Step
September - Ongoing	AB Applications made to TNI NEFAP Executive Committee for review
October 15, 2010	Application from ABs accepted – Announcement made on TNI website of ABs with acceptable applications. FSMOs may apply to ABs with acceptable applications. (Other ABs can be added as received, reviewed and accepted)
January 2011	Announce AB meeting initial application review – TNI meeting in January 2011
October 15, 2010	FSMO applications received by ABs
October Ongoing	Receive resumes from evaluators Review and form evaluation teams for each applicant Receive acceptance from AB on evaluation team members
October to March	Perform witness assessment (evaluators observe AB assessor perform FSMO assessment)
October to March	Perform on-site evaluation or review documentation as per procedure
November (December)	Evaluator training for NEFAP- Webinar 1 day (two ½ day sessions – recorded) Training on SOP and additions to ISO/IEC 17011
April 2011 (JUNE?)	Announce AB recognition TNI website
After February 2011	PTs available for FSMOs using field techniques (e.g. XRF) as required by LQSR 3.0. Other PTs for FSMOs to be developed as identified.
On-going	Follow Evaluation SOP for process after recognition Add other ABs with applications received after October 1, 2010 as soon as recognition process completed.

Keith commented that evaluators need to be in place before the time line can be accurately estimated. Keith will forward three evaluator resumes to Ilona.

The evaluator training will focus on the TNI standard portion of the evaluation. Each of the evaluators will need to have already had ISO 17011 training. The training originally planned for November has been postponed. The schedule will be evaluated and a new time frame will be established.

Keith commented that the identification, training and approval of evaluators needs to be clearly added to the table.

It needs to be clear that all documentation needs to be in order before the AB is given approval to begin accepting applications. If any issues are found during the on-site evaluation that cause the AB Evaluation Team to question any FSMO on-sites performed by the AB– this will be worked out between the AB and the FSMO. There are procedures in place to deal with this type of problem.

The issue of compensation for travel during evaluations was discussed. In other organizations the travel is paid by the applicant and the evaluators donate their time. The ABs on the call agreed that this was their thought and that they would make the travel arrangements for any evaluators assigned to their evaluation (coach class airfare.) This can be included in a flow chart of the evaluation. Keith will prepare a DRAFT flowchart for review at the next meeting.

6. New Items

- Jerry commented to Ilona that EPA has a group called the Field Operations Group. They are looking at accrediting regional labs for sampling. Region 6 already has an ISO 17025 accreditation for sampling. ISO 17020 was also discussed.
- Action Item: #29 - *Check TNI standard to see if the Standard includes anything on PT frequency.* This item has been completed. There is no information. Keith commented that new international standards are moving in the direction of having the AB workout with the lab what the frequency should be based on the stability and competency of the lab. Burden is being placed on the AB to determine need. The US is against this.

7. Next Meeting

The next meeting of the NEFAP Executive Committee will be December 1st at 2pm EST.

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

The meeting was adjourned at 3:33 pm EST. (Motion: Kim Second: Mike 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 Absent	Water Quality Monitoring Division, South Florida Water Mang District	FSMO	(561)753-2400 x4654	jmoorma@sfwmd.gov
Cheryl Morton Margie - Present	AIHA	AB	703-846-0789	cmorton@aiha.org
Jan Wilson Present	CAMMIA Environmental	Other	(360)904-8416	WQL@aol.com
Doug Berg Present	PJ Laboratory Accreditation, Inc.	AB	(248)709-0096	dberg@pjlabs.com douglasberg@gmail.com
Keith Greenaway Present	ACCLASS	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	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
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	Delete
27	Forward FSMO names to Ilona.	Justin	5/3/10	Still need this information.
29	Check TNI standard to see if the Standard includes anything on PT frequency.	All	5/24/10	Complete
39	Give Alternate name to Ilona.	All	9/30/10	Ongoing
43	Complete vote on Scope of Accreditation by e-mail.	Ilona	10/8/10	Complete
44	Start FAQs for Application.	Marlene	10/4/10	
45	Send out Voting SOP for review and comment for a possible update.	Ilona	11/30/10	
46	Compile questions captured in original DRAFT version of AB evaluation checklist. Marlene forwarded.	Kim Mike	11/15/10	
47	Finalize DRAFT FSMO checklist for next meeting.	Kim	11/30/10	
48	Update 2007 standard with 15 missed changes. Forward to Jane Wilson.	Jan	11/22/10	
49	Update FSMO checklist based on Jan's changes.	Kim	12/3/10	
50	Update AB Evaluation Checklist based on Jan's changes. Mike will review the changes.	Calista	12/3/10	
51	Prepare first DRAFT of SIR SOP.	Ilona	12/15/10	
52	Prepare an AB Evaluation Flowchart.	Keith	12/1/10	

	Action Item	Who	Expected Completion	Actual Completion
53	Add note to the website to encourage people to send in comments on the standard as they implement it. Post with the updated standard.	Ilona	TBD	

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 Executive Committee 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			