

**NEFAP Executive Committee
Meeting Summary
March 28, 2013**

1. Roll call:

Chair Kim Watson called the NEFAP Executive Committee meeting to order on March 28, 2013 at 12 noon EST. Attendance is included in Attachment A. There were 8 committee members present. Associate members Present: William Batschelet, Mike Miller, Jan Wilson.

The minutes from the January meeting in Denver were reviewed. There were a few e-mails with some changes. Ilona will e-mail the changes out to everyone and it will be voted on at the next meeting with the changes.

Kim pointed out that the article in the TNI newsletter was actually written by Justin Brown, but the credit was given to her. She also thanked Marlene Moore for stepping in to chair the meeting in Denver.

2. New Members – Voting Process

Kim invited Jan to describe the nomination and voting process. This process will occur again next year for the two year members that will be dropping off. New members include Nilda, Paul and Carl.

There were a few things that occurred during this voting process that will need to be included in the Nomination SOP update. It needs to be clear how many open spots are available on the committee and there should not be more than one person per company on the voting ballot.

3. Charter

The charter got revised, but needs to have the new members added. Kim will take care of this and send to Ilona for inclusion in monthly report to the BOD.

4. Recognition Subcommittee

The subcommittee is in the process of preparing some suggestions to the NEFAP EC for the next AB recognition.

PJLA has completed their agreement with TNI and a certificate has been sent.

Another AB has had an FSMO apply.

A comment was received from the BOD. It was suggested that the Recognition Subcommittee should be the Recognition Committee. Doug Leonard supported making this change. A subcommittee is often temporary and this committee is not doing the work of the Executive Committee.

Tracy reminded everyone that the Evaluation SOP does need to be updated. She has her APLAC/ILAC evaluation coming up and it turns out that one of the people coming is also qualified to evaluate from the NEFAP stand point. She would like to have that person do her evaluation. Ilona and Kim will check on the status of this SOP. *(Update: The SOP was finalized in August and Ilona posted it on the Policy document site for review. There are updates that need to be made, so it may make sense to ask the Policy Committee to hold on their review until the update is complete. Ilona will send a copy to the EC. Someone needs to take the lead on the update of this SOP.)*

5. Mobile Lab and NELAP Issues

Mike Miller sent out an e-mail prior to the call and reviewed the form he sent (Attachment B). Kim will help him format it and redistribute it to the committee. Comments should be sent to Mike for additional updates. Bill Hirt suggested that “field site” be added between “perform” and “analysis” under the definition of a mobile lab.

There was discussion on the definition of a mobile lab. There was also discussion on how different states currently handle mobile labs. Information is needed to understand how most mobile labs are now accredited. For example, Louisiana will grant accreditation to mobile labs that work under a fixed lab’s quality management system. If the mobile lab has its own system it would be accredited separately. This has caused some issues with secondary in other states that require the mobile lab to have its own management system.

The subcommittee is missing a lot of data to understand the mobile lab picture and this questionnaire will help.

Paul will be added to the subcommittee.

6. Advocacy

Tracy will be speaking on Volume 2 at LWEA.(Louisiana Water Environment Association). It will be a half hour talk. She wants to be sure there isn’t another NEFAP person speaking so she does not present an overlap of information. Tracy will send an e-mail to Justin to see if there are any additional speakers and if there are any additional slides she can use from the presentation he and Marlene were working on.

7. New Business

- FAC is making great progress on the standard. Justin would like some time on the next agenda to discuss the new CSDP SOP that covers standard development. There are review steps the EC will need to be involved in. The subcommittee that will work on FSMO tools will begin meeting next week.

8. Next Meeting

The next meeting of the NEFAP Executive Committee will be by teleconference the week of April 22nd. A date will be finalized by e-mail.

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

The meeting was adjourned at 1:12pm EST. (Motion: Carl Second: Paul Unanimously approved.)

Attachment A

Participants TNI NEFAP Executive Committee

Members	Affiliation	Balance	Contact Information	
Kim Watson (Chair) Present	Stone Environmental Inc	FSMO	(802)229-2196	kwatson@stone-env.com
Keith Greenaway (Vice-Chair) Bill Hirt - Present	ACLASS	AB	(703)836-0025	keith.greenaway@aclasscorp.com
Dane Wren Absent	Wren Engineering, P.A.	FSMO	(407)833-0061	dwren47@aol.com
Calista Daigle Present	Dade Moeller	FSMO	(225)485-2007	calista.daigle@gmail.com calista.daigle@moellerinc.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 Absent	AIHA	AB	703-846-0789	cmorton@aiha.org
Doug Leonard Present	LAB	AB	260-637-2705	dleonard@l-a-b.com
Nilda Cox Present	Eurofins Eaton Analytical Inc	Other	626-318-8517	nildacox@eurofinsus.com
Doug Berg Present -Tracy	PJ Laboratory Accreditation, Inc.	AB	(248)709-0096	dberg@pjlabs.com douglaslberg@gmail.com
Paul Bergeron Present	LELAP	AB	225-219-3247	Paul.bergeron@la.gov
Carl Kircher Present	Florida DOH	AB	904-791-1574	Carl_kircher@doh.state.fl.us
Lauren Smith Absent	A2LA	AB	(301)644 3216	lsmith@a2la.org
Seb Gillette Absent	DOD	Other	(210) 395-8434	john.gillette.1@us.af.mil
Justin B. Brown Absent	EMT	FSMO	(847)324 3350	jbrown@emt.com
Jack Farrell Absent	AEX	Other	(407)331-5040	aex@ix.netcom.com

Members	Affiliation	Balance	Contact Information	
Ilona Taunton <i>(Program Administrator)</i> Present	The NELAC Institute		(828)712-9242	tauntoni@msn.com

Attachment B

From Mike Miller – 3-28-13: John Moorman and I worked on a set of direct questions to obtain input from FAC and NEFAP EC since very little information has been forthcoming.

TNI NEFAP Mobile Laboratory Information Request

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.

A definition of Mobile Laboratory:

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.

**Do You agree with the definition? Do you have another??

We would appreciate the following Information:

Answer the questions if they apply. Add any information you deem useful.

Your Name _____ Organization Name _____

Contact information _____

As a FSMO do you operate a Mobile Laboratory? Yes _____ No _____

1. What types of vehicle or trailer do you use? _____

2. What types of field measurements/analyses are conducted? List methods

a. Name

b. Name

c. Name (Continue as needed)

3. Is the Mobile Laboratory a base for field sampling? Yes _____ No _____

List sampling methods

a. Name

b. Name (continue as needed)

4. Do you contact for mobile laboratory services? Provide same information as in 2 and 3.

5. Are your Mobile Accredited or certified By an Accrediting Body? Privied information

As an AB do you accredit mobile laboratories? Yes _____ No _____

1. What Standard is used? TNI-NELAP _____ TNI-NEFAP _____ ISO 17025 only

2. What types of field measurements/analyses are conducted? List methods

d. Name

e. Name

f. Name (Continue as needed)

3. Is the Mobile Laboratory a base for field sampling? Yes _____ No_____

List sampling methods

c. Name

d. Name (continue as needed)

As a Stationary Source Stack Tester do you operate Mobile Laboratory? Yes _____ No

1. What types of vehicle or trailer do you use? _____

2. What types of field measurements/analyses are conducted? List methods

a. Name

b. Name

c. Name (Continue as needed)

3. Is the Mobile Laboratory a base for field sampling? Yes _____ No_____

List sampling methods

a. Name

b. Name (continue as needed)

Attachment C
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	Doug L.	4/22/13	1/14/13: Ilona sent information to Doug regarding the action item. 3/28/13: He is working on it and will have it available during the April meeting.
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.
110	Complete DRAFT Training SOP for EC review.	Scott, Lauren, Ilona	3/31/13	
111	Prepare Certificate and Contract for PJLA.	Ilona Jerry	2/28/13	Complete
112	Evaluation SOP needs to be updated. Ilona will distribute the SOP for all to review and comment on.	All	April Meeting	
113	Justin will review the new CSDP SOP on the standard development process.	Justin	April Meeting	
114	Update Charter with new members and send to Ilona.	Kim	4/1/13	

Attachment D

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	
7	Evaluate overlap issue with NELAP and DoD ELAP regarding mobile labs.	8-6-12	
8	Nomination SOP needs to be updated.	3-28-13	