

**NEFAP Executive Committee**  
**Meeting Summary**  
**March 8, 2012**

1. Roll call:

Chair Marlene Moore called the NEFAP Executive Committee meeting to order on Thursday, March 8, 2012 at 1:00pm EST. Attendance is included in Attachment A. There were 9 committee members present.

The minutes from the Sarasota (Feb 1<sup>st</sup>) meeting were reviewed. A motion was made by Doug L. and seconded by John. The minutes were unanimously approved.

The minutes from the February 17<sup>th</sup> meeting were reviewed. A motion was made by Kim and seconded by Mike. The minutes were unanimously approved.

2. FSMO Checklist

The final language needs to be added to this checklist so that it can be posted on the website. Marlene is working on this.

3. Nominations

Be sure to get short biographies to Ilona for inclusion on the voting site by tomorrow (Fri, 3/9). She is passing them on to William as he develops the voting process.

4. Washington, DC Meeting

The field portion of the meeting is happening at the beginning of the week. Meetings will be on August 6<sup>th</sup> and 7<sup>th</sup>. There is also an NEMC session that will be relevant to Field.

5. Advocacy

See Attachment B. The FAC is preparing this tracking sheet. Please get back to Justin or JoAnn Boyd with additions.

Marlene is also working with EPA on example language for contracts that encourage the use of accredited samplers. She and Justin will be doing a DoD presentation in the next two weeks that will include encouragement to use accredited samplers.

## 6. Action Items

See Attachment C for comments and updates.

## 7. Evaluation SOP

The committee needs to more thoroughly discuss the concept of the Recognition Council so that Doug L. knows what to include in the Evaluation SOP.

When the initial SOP was written there was no thought of anti-trust laws , but more recent review by one of the ABs has raised this concern. Should the entire EC be voting on the approval of ABs? Doug L. proposed a Recognition Council as a means to address this. This sets up an additional layer in the program. The potential concern is that the ABs can automatically accept all the ABs (monopoly) or some ABs could be rejected to give another AB a competitive advantage. Both are issues in the United States.

A small selective group could be developed called a Recognition Council. They would be appointed by the Executive Committee. They would be TNI members and they need to be familiar with how ABs do their business. A Recognition Council SOP will be needed to detail their make-up and processes. This is what Doug L. will be working on. Training should also be included in this.

The EC appoints the Council and it is still responsible for documents, processes, procedures, etc... for NEFAP. The EC is still needed. There may also be some EC members on the Council.

Calista expressed concerns about inconsistency if the Recognition Council make-up were constantly changing. Marlene expressed a similar concern at the last meeting.

Marlene noted that the council reviews the evaluation information and ensures that everything is complete. They are also looking for consistency and bias. John commented that if bias is a concern, what is the subjectivity that is in the evaluation process? Marlene pointed out that PTs are a potential issue.

We need to have this Evaluation SOP updated as soon as possible. If it is not complete by the time the first FSMO is assessed and an AB evaluation is ready to be completed ... the current process will be followed. Everyone was reminded that the NEFAP EC did vote on the preliminary reports from the Lead Evaluators to preliminarily approve the ABs. This was done because there was nothing in the SOP regarding preliminary approval. This is not the case with the final AB approval. This is part of the Evaluation SOP.

A back-up option might be to have every member of the EC state what their conflicts of interest are. Based on this information, it can be determined who can vote. An FSMO may have a conflict because they will be choosing an AB to apply to. ABs may have conflicts because they are competitors of other ABs. Is there anyone that does not have any conflicts? This information may help Doug L. work on the Recognition Council SOP.

Iona will collect the information regarding conflicts of interest and prepare a summary document. Marlene will prepare an e-mail that will go out to everyone requesting the information. It will be some type of form so the information is received in a consistent format to make the summary easier. Doug L. should continue to work on the Recognition Council SOP. We need to keep multiple things happening at the same time due to time limitations.

Everyone needs to look at Tracy's draft Evaluation SOP, the last minutes, these minutes and anything Doug L. gets to the group before the next meeting.

#### 8. New Business

- None.

#### 9. Next Meeting

The next meeting of the NEFAP Executive Committee will be by conference call on April 5, 2012 at 1pm EST.

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

The meeting was adjourned at 2:35 pm EST. (Motion: Cheryl Second: John Unanimously approved.)

**Attachment A**  
**Participants**  
**TNI NEFAP Board**

<b>Members</b>	<b>Affiliation</b>	<b>Balance</b>	<b>Contact Information</b>	
Marlene Moore (Chair) <b>Present</b>	Advanced Systems, Inc	Other	(302)368-1211	<a href="mailto:mmoore@advancedsys.com">mmoore@advancedsys.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>Present</b>	Shaw Environmental & Infrastructure Group	FSMO	(225)987-7291 Cell: (225)485- 2007	calista.daigle@gmail.com
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		<a href="mailto:dleonard@l-a-b.com">dleonard@l-a-b.com</a>
Jan Wilson  <b>Absent</b>	CAMMIA Environmental	Other	(360)904-8416	<a href="mailto:WQL@aol.com">WQL@aol.com</a>
Doug Berg  <b>Present – Tracy</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>
Kim Watson  <b>Present</b>	Stone Environmental Inc	FSMO	(802)229-4541	<a href="mailto:kwatson@stone-env.com">kwatson@stone-env.com</a>
Michael Miller  <b>Present</b>	Consultant	Other	(908)233-9624	<a href="mailto:mwmillerenvi@juno.com">mwmillerenvi@juno.com</a>
Lauren Smith  <b>Absent</b>	A2LA	AB	(301)644 3216	lsmith@a2la.org
Seb Gillette  <b>Absent</b>	DOD	Other	(210) 395-8434	john.gillette.1@us.af.mil
Justin B. Brown  <b>Absent – joined x</b>	EMT	FSMO	(847)324 3350	<a href="mailto:jbrown@emt.com">jbrown@emt.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

### Advocacy Summary – DRAFT

<b>Event</b>	<b>Organization</b>	<b>Type of Presentation</b>	<b>Accepted</b>	<b>Event Dates</b>	<b>Who</b>
2009 Midwest Groundwater Conference	Midwest Groundwater Association	Poster	Yes	October 15th, 2009	Justin
2010 Groundwater Summit	National Groundwater Association	Speaking	Yes	April 13th, 2010	Justin
2010 EMDQ	Department of Defense	Speaking	Yes	April 15th, 2010	Justin
26th Annual International Conference on Soils, Sediments, Water, and Energy	AEHS Foundation, Inc.	Poster	Yes	October 18-21, 2010	Declined - (no one to set up poster)
20th Annual Quality Assurance Conference	Environmental Protection Agency	Speaking	Yes	October 20th, 2010	Jo Ann
2010 PNCWA Annual Conference	Pacific Northwest Clean Water Association	Speaking	Yes	October 26th, 2010	Keith Chapman
2010 Northwest Environmental Conference	NWEC	Speaking	Yes	December 6-7, 2010	Scott C Hoatson
Stationary Source Sampling and Analysis for Air Pollutants XXXV Conference	SSAAP	Speaking	Yes	March 20th - 25th, 2011	Scott
2011 Winter Expo	Midwest Water Analysts Association	Speaking	Yes	January 28th, 2011	Justin
Battelle for the International Conference on Remediation of Contaminated Sediments	Battelle	Poster	Yes	February 7-10, 2011	Poster Set up
2011 WATERCON	American Water Works Association	Speaking	Yes	March 21st - 24th, 2011	Justin
2011 EMDQ	Department of Defense	Speaking	Submitted	March 28th - April 1st, 2011	Justin
2011 ASQ Energy and Environment	ASQ	Speaking	Yes		Randy Querry

<b>Event</b>	<b>Organization</b>	<b>Type of Presentation</b>	<b>Accepted</b>	<b>Event Dates</b>	<b>Who</b>
2011 Annual EPA Quality Assurance Conference Conference (Austin, TX)	Environmental Protection Agency	Speaking	Yes	10/18/2011	Jo Ann
2011 MELSS	Midwest Environmental Laboratory Stakeholders	Speaking	Yes	12/2-8/11	Justin
2012 ERCC	Environmental Regulatory and Compliance Conference	Speaking	Yes		Calista
2012 On-Site Testing Conference	Environmental Protection Agency	Speaking	Yes	January 23rd-25th, 2012	Lauren Hendrick
2012 EMDQ	Department of Defense	Speaking	Submitted	Mar-12	Justin
2012 Source Evaluation Society - Annual Conference, Austin Tx	Stack Testing Accreditation Society (STAC)	Speaking	Yes	7-Mar-12	Maggie Cangro
2012 TCEQ Environmental Trade Fair and Conference (Austin, TX)	Texas Commission for Environmental Quality (TCEQ)	Speaking	Yes	1-May-12	Mike Shepard
2012 Annual EPA Quality Assurance Conference Conference (Austin, TX)	Environmental Protection Agency	Speaking	Yes	10/15/2011	Jo Ann
2012 Annual EPA Quality Assurance Conference Conference (Austin, TX)	PIANC USA/COPRI ASCE	Speaking	Submitted	10/22-25/12	Unsure (Jboyd submitted)

**Attachment C**  
**Action Items – NEFAP Board**

	<b>Action Item</b>	<b>Who</b>	<b>Expected Completion</b>	<b>Actual Completion</b>
27	Forward FSMO names to Ilona.	Justin	12/31/11	Still need this information. New date.
39	Give Alternate name to Ilona.	All	9/30/10	Ongoing
44	Start FAQs for Application.	Calista	<del>12/31/11</del> 4/5/12	Take a look at inconsistencies in responses in application. Calista will be resending her e-mail request. Calista has now gotten a list of questions from Marlene.
63	Consider need to formally adopt Vol 3 and Vol 4 – PT Provider and PTPA standards.	All	Review at next meeting on 4/5/12. (Need to understand if we need to adopt this standard. Is the policy we previously wrote essentially an adoption.)	PT Policy was not approved by Policy Committee. FAC needs to determine if it is a TIA or an update in the standard.
75	Send copies of memos sent to ABs and Lead Evaluators during the first part of the evaluation process.	Marlene	12-4-11	Complete
76	Final DRAFT of Nomination SOP update will be distributed to committee for an e-mail vote.	Marlene	Before 12-19-11	Complete

	<b>Action Item</b>	<b>Who</b>	<b>Expected Completion</b>	<b>Actual Completion</b>
77	Send Final Voting SOP to Ilona and Jerry so voting procedures can be implemented.	Jan	Before 12-19-11	Complete
81	Prepare NEFAP Timeline	Doug L.	May 2012	
84	Define Recognition Council.	Doug L.	4-5-12	Need more discussion before he can write it.
85	Update Evaluation SOP.	Tracy	3-8-12	Complete
86	Update FSMO checklist so it can be posted on the website and be used for training.	Marlene	3-15-12	
87	Get bios to Ilona by 3/9/12 (Fri).	All	3-9-12	
88	Review Attachment B and get comments to JoAnn Boyd and Justin.	All	3-15-12	
89	Prepare a form to capture EC member conflicts of interest.	Marlene	3-15-12	
90	Prepare conflicts of interest and forward to Ilona to prepare a summary.	All Ilona	4-4-12	



**Attachment D**

**Backburner / Reminders – NEFAP Board**

	<b>Item</b>	<b>Meeting Reference</b>	<b>Comments</b>
2	Develop procedure for electronic voting for new NEFAP Executive Committee members.	3-18-10	
4	Review Charter.	October 2012	
5	Set-up voting process for Nominating Committee.	Jan / Marlene	Complete