

**NEFAP Executive Committee  
Meeting Summary  
April 5, 2012**

1. Roll call:

Chair Marlene Moore called the NEFAP Executive Committee meeting to order on Thursday, April 5, 2012 at 1:00pm EST. Attendance is included in Attachment A. There were 12 committee members present.

The minutes from the March 8th meeting were reviewed. A motion was made by Mike and seconded by Kim. There was discussion and the minutes were unanimously approved.

2. Evaluation SOP

The Evaluation SOP was reviewed and changes were made based on the comments (see Attachment C). Another review will be needed before finalization.

3. Voting SOP

This SOP needs to be reviewed against the NELAP Voting SOP and then forwarded for everyone's review. This action item was inadvertently dropped from the action table.

4. Assessments

There will be a lead evaluator and technical evaluators conference call April 16 at 2 pm to review the process.

Calista is still looking for comments in order to complete the FAQ by April 16<sup>th</sup>. Marlene would like the committee to approve the FAQs by May. There may be a need to add some guidance on Fields of Accreditation.

5. FSMO Checklist

The checklist should be reviewed and ready.

6. Action Items

See Attachment D for comments and updates.

## 7. New Business

- None.

## 8. Next Meeting

The next meeting of the NEFAP Executive Committee will be by conference call on May 22, 2012 at 1pm EST.

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

The meeting was adjourned at 2:23 pm EST. (Motion – John, Second – Lauren. 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>Present - Geneva</b>	ACLASS	AB	(703)836-0025	<a href="mailto:keith.greenaway@aclasscorp.com">keith.greenaway@aclasscorp.com</a>
Dane Wren <b>Present</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>Absent</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</b>	PJ Laboratory Accreditation, Inc.	AB	(248)709-0096	<a href="mailto:dberg@pjlabs.com">dberg@pjlabs.com</a> <a href="mailto:douglasberg@gmail.com">douglasberg@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:mwmillerenviron@juno.com">mwmillerenviron@juno.com</a>
Lauren Smith <b>Present</b>	A2LA	AB	(301)644 3216	lsmith@a2la.org
Seb Gillette <b>Present</b>	DOD	Other	(210) 395-8434	john.gillette.1@us.af.mil
Justin B. Brown <b>Present</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 Query
2011 Annual EPA Quality Assurance Conference (Austin, TX)	Environmental Protection Agency	Speaking	Yes	10/18/2011	Jo Ann

<b>Event</b>	<b>Organization</b>	<b>Type of Presentation</b>	<b>Accepted</b>	<b>Event Dates</b>	<b>Who</b>
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 Evaluation SOP**

**Defined by Doug Leonard and Tracy Szerszen**

**Yellow highlights are from Marlene Moore**

- Formation of Recognition Subcommittee:
  - Must be TNI member in good standing
  - Risk to impartiality reviewed and approved by EC
  - Selection of Recognition Subcommittee members voted on by EC
  - Does not need to be a member of the EC
  - Subcommittee members must be familiar with TNI NEFAP and its standards
  - Subcommittee members must complete training in the TNI NEFAP process (evaluation and assessment)
  - Training can be obtained after the selection but must be committed to by the person selected
- Perform a completeness check of an AB's application and its attachments. - Evaluation Coordinator
- **Select Lead Evaluator and Evaluation team members**- Evaluation Coordinator with input from Recognition Subcommittee
- Perform a document review of these materials. - Lead Evaluator
- Perform an on-site evaluation of an AB, if applicable. - Evaluation Team
- Perform a witness assessment of the AB's assessor(s) performing a FSMO assessment. - Technical Evaluator with input from the Lead Evaluator
- Complete the on-site evaluation report. - Evaluation Team
- Perform the review of and response to the AB's corrective action plans and corrective action implementation. - Evaluation Team
- If there are questions during any part of the evaluation process the Lead Evaluator **will provide resolution in communication with the Evaluation Coordinator. If resolution is not possible due to a need for a standards interpretation, a Standard**

Interpretation Request (SIR) is to be submitted following the TNI SIR procedure. (I removed the Recognition Subcommittee since they should not be involved until the process is completed by the Evaluation Team) If policy or procedure questions are identified by the Lead Evaluator, this should be brought to the attention of the EC in a confidential manner. The process issue presented by the Evaluation Coordinator to the EC for review.

- Provide findings and outcome of the evaluation to the TNI NEFAP Recognition Subcommittee – Evaluation Team
- Review the Evaluation Team objective evidence of findings and (1) assure it is unbiased (2) demonstrates a consistent interpretation of the standard and (3) is complete (demonstrates all elements of TNI FSMO Volume 2 are performed by the AB for assurance the FSMO implementation TNI FSMO Volume 1) – Recognition Subcommittee
- Provide a Decision on the Recognition of the AB for conformance to the TNI NEFAP requirements.- Recognition Subcommittee
- Recognition Subcommittee sends letter on decision to AB, EC and TNI Board of Directors.
- Evaluation Coordinator forwards TNI recognition contract to AB for agreement by both TNI and AB. The contract is signed by the TNI executive director.
- The Evaluation Coordinator uploads the information to the TNI website after return of the TNI signed contract from the AB. (Fees are paid at time of application and annually)

**Attachment D**  
**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.
81	Prepare NEFAP Timeline	Doug L.	May 2012	
84	Define Recognition Council.	Doug L.	6/12	The outline has been completed. Needs to be added to SOP.
86	Update FSMO checklist so it can be posted on the website and be used for	Marlene	3-15-12	Complete



	<b>Action Item</b>	<b>Who</b>	<b>Expected Completion</b>	<b>Actual Completion</b>
	training.			
87	Get bios to Ilona by 3/9/12 (Fri).	All	3-9-12	Complete
88	Review Attachment B and get comments to JoAnn Boyd and Justin.	All	3-15-12	Needs update from Justin.
89	Prepare a form to capture EC member conflicts of interest.	Marlene	3-15-12	Form sent April 5 needs comment and then finalization
90	Prepare conflicts of interest and forward to Ilona to prepare a summary.	All Ilona	4-4-12	Complete after #89
91	Form recognition subcommittee June 2012	All	June 2012	

**Attachment E**

**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