

NEFAP Executive Committee
Meeting Summary
June 16, 2014

1. Roll call:

Chair Kim Watson called the NEFAP Executive Committee meeting to order on June 16, 2014 at 1 pm ET. Attendance is included in Attachment A. There were 4 committee members present. Associate Members present: Mike Miller and William Batschelet.

The meeting minutes from May 29, 2014 were reviewed. Justin made a motion to approve the minutes. The motion was seconded by Nilda and unanimously approved.

Kim noted that the next two meetings will be planned with Doodle to accommodate people's summer schedules.

This meeting had to be rescheduled for 1pm and there were numerous people who could not make the new time. The chair decided to have a short call to quickly review the SOP and prepare it for a possible email vote and then set-up an additional meeting in early July.

2. Election Results

Election results were sent to committee members. Troy Burrows has been added to the committee and Kim Watson has renewed her term. A committee chair needs to be elected at the next meeting.

Larry Duty will be joining the FSMO Tools Subcommittee.

3. Evaluation SOP (SOP 5-105)

Ilona noted that the final changes made for review today can be found in the track changes boxes left in the SOP she distributed prior to the meeting.

The changes start on Page 10 – Section 6.3.4.8. Ilona noted that this section was added with the same level of detail as the other section regarding decisions by the Recognition Committee. The committee agreed with the change. This change also affected some of the Appendices. Nilda asked that it clearly state that the report goes to the EC and then it is distributed to the Recognition Committee. This will be added.

Kim and Ilona will check all the references before the SOP is finalized.

Nilda commented that Appendix H is not in the Review Checklist – Appendix C. It needs to be the last step in the checklist. This will be added. There is also a reminder note left in the checklist that needs to be removed.

Summary Section of App G: The Lead Evaluator no longer makes the recommendation. Committee in agreement with change.

Nilda raised a concern about App G – Who is the report coming from – Lead Evaluator or the Evaluation Team? The team provides the Lead Evaluator with the information to prepare the report, but the Lead Evaluator prepares the report. The Summary should be updated with the language Marlene provided.

Ilona will send out the updated SOP to the committee for review. The SOP will then be finalized and sent out for email vote.

4. Mobile Laboratories

There was no meeting this month.

5. New Items

None.

6. Next Meeting

The next meeting of the NEFAP Executive Committee will be planned by Doodle and email.

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

The meeting was adjourned at 1:44 pm EST. (Motion: Nilda Second: Geneva 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) Absent	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 Absent	Dade Moeller	FSMO	(225)485-2007	calista.daigle@gmail.com calista.daigle@moellerinc.com
Troy Burrows Next Meeting	STAC (Entec Services, Inc.)	AB	(800) 429-8445	TBurrows@entecservices.com
John Moorman Absent	Water Quality Monitoring Division, South Florida Water Mang District	FSMO	(561)753-2400 x4654	jmoorma@sfwmd.gov
Cheryl Morton Present - Geneva	AIHA	AB	703-846-0789	cmorton@aiha.org
Doug Leonard Absent	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 Absent	PJ Laboratory Accreditation, Inc.	AB	(248)709-0096	dberg@pjlabs.com douglaslberg@gmail.com
Paul Bergeron Absent	LELAP	AB	225-219-3247	Paul.bergeron@la.gov
Carl Kircher Absent	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 Present	EMT	FSMO	(847)324 3350	jbrown@emt.com
Jack Farrell Absent	AEX	Other	(407)331-5040	aex@ix.netcom.com
Ilona Taunton (Program Administrator) Present	The NELAC Institute		(828)712-9242	tauntoni@msn.com

Attachment B
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 Agenda next month	Doug L.	4/22/13	4/22/13: It has been distributed and needs to be put on agenda for review. 5/29/14: Will be on June 2014 agenda.
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. 4/2014: Ilona

	Action Item	Who	Expected Completion	Actual Completion
				updated SOP and distributed for review. See Action Item 141 for further progress on this item. Complete
119	Update “Guidance for ABs on the Suggested Content for the Scope of Accreditation” by adding comments received by e-mail to Scope inquiry. Distribute to committee.	Kim	Next meeting	A guidance document outline will be discussed at the January meeting. 5/29/14: This will be added to the June 2014 agenda.
124	Send Presentation slides to committee members for review and comment. The slides will be used for future presentations about NEFAP.	John	10/15/13	
130	Prepare DRAFT outline for Scope Guidance Document	Kim	1/24/14	
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.	Craig Sprinkle, Kim, Mike	June 2014.	Complete
142	Update language regarding national and international organization acceptance.	Calista Ilona	6/15/14	Complete
143	Update Evaluation SOP and distribute for comment and possible vote.	Ilona	6/15/16	Complete
144	Distribute SOP 5-103 and 5-106 with John’s concerns for discussion at the June meeting.	Kim	6/9/14	
145	Check-in with Dane regarding membership.	Kim	7/15/14	
146	Incorporate comments on SOP 5-105 and distribute for committee review and finalization.	Ilona	7/7/14	

Attachment C

Backburner / Reminders – NEFAP Executive Committee

	Item	Meeting Reference	Comments
4	Review Charter.	October 2014	
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	