

**NEFAP Executive Committee
Meeting Summary
July 17, 2014**

1. Roll call:

Chair Kim Watson called the NEFAP Executive Committee meeting to order on July 17, 2014 at 1 pm ET. Attendance is included in Attachment A. There were 9 committee members present. Associate Members present: Mike Miller and William Batschelet.

The meeting minutes from June 16, 2014 were reviewed. They will be approved with today's minutes in DC.

2. Election of Officers

Justin made a motion to retain Kim and Keith as chair and vice-chair of the NEFAP Executive Committee. The motion was seconded by Paul.

Vote: For – 9 Against – 0 Abstain – 0

The motion passed.

(Addition: The PA reviewed this vote and thought there were not enough votes to pass, but since this is a General Business vote – there were. This motion was unnecessarily sent out for a vote by email with the following results:

The motion was made by Nilda Cox and seconded by Troy Burrows. Result: 9- For 0 – Against 0 – Abstain 7 – Missing votes. The motion passed.)

3. Evaluation SOP (SOP 5-105)

Ilna sent the Final Draft of this SOP out by email and asked for a motion and second to approve the SOP:

A motion was made by Paul Bergeron that the DRAFT of SOP 5-105 distributed by email on 7-11-14 be approved as final. The motion was seconded by Lauren Smith.

Vote:

Paul Bergeron – For

Lauren Smith – For

Kim Watson – For

Tracy Szerszen (Doug Berg) – For

Calista Daigle – For

Seb Gillette – For

Cheryl Morton – For
Nilda Cox – For
Randy Querry – For
Carl Kircher - For

For: 8 Against – 0 Veto – 0 No Vote – 8. The motion did not pass. There were not enough people who submitted their vote.

(Addition: An email vote was repeated on 10/1/14:

A motion was made by Troy Burrows to approve the DRAFT version of SOP 5-105 distributed by email on 10/1/14. The motion was seconded by Nilda.

Vote:

*Troy Burrows – For
Nilda Cox – For
John Moorman – For
Keith Greenaway – Abstain
Kim Watson – For
Seb Gillette – For
Carl Kircher – For
Justin Brown – For
Calista Daigle – For
Cheryl Morton – For
Randy Querry – For
Carl Kircher – For
Dane Wren – For
Paul Bergeron - For*

For – 13 Abstain – 1 Veto – 0 Against – 0 (2 members did not vote)

The motion passed and the SOP will be forwarded to the Policy Committee for finalization. SOP Effective Date: 10-9-14.)

4. NEFAP EC Standard Operating Procedures

The Policy committee commented on a few NEFAP EC SOPs that were submitted as new or updated SOPs.

SOP 5-106 - SIRs

Justin clarified that CSDP does not feel that they have a procedure to deal with situations where there is a disagreement on a SIR response between the expert committee and a program Executive Committee. John Moorman's comment about referencing an SOP to handle this is not relevant since a CSDP SOP for this issue does not currently exist.

Ilona noted that NELAP has recently made a number of changes to their SIR process. Kim will check with John to see if he is able to contact the LASEC for their changes and see if he wants to provide the update to the SOP. Kim would like to see an updated SOP for discussion in DC.

Kim asked if there are any SIRs currently in place. Ilona noted that the committee has dealt with 4 SIRs and the responses are currently posted on the TNI website.

SOP 5-103 - Nomination

Note from John Moorman sent April 28, 2014:

The Policy Committee has been reviewing the Nominating Committee SOP (5-103) and I agreed to confirm the following items were standard practice. The assumption from the PC is that they are, and just need to be specified in the SOP.

Nominating SOP 5-103

1) After initial Election the default term is three years. This is not specified in the SOP. Need to confirm this is standard practice.

2) Recognized ABs are Permanent Members of the EC. This is not specified in the SOP. Need to confirm this is standard practice. Needs to add a provision added to address balance.

Stakeholder categories were also discussed. As I mentioned on the phone, the discussion ended in agreement that the stakeholder categories were defined at the TNI level and that the NEFAP EC should officially petition the TNI Board to redefine them.

Justin volunteered to work on this SOP and bring a DRAFT to the next meeting.

5. Mobile Laboratories

The committee has not been meeting, but will be meeting before DC.

They are reviewing NELAP AC minutes regarding AB comments on Mobile Lab. They plan to contact Aaren for some feedback.

Kim commented that there are many differences and the subcommittee needs to continue to discuss options for resolving the differences between how mobile labs are handled differently between NEFAP and NELAP. Ilona will send out a Doodle to set-up a meeting – Paul will let her know who is on the committee.

6. New Items

- LAB has requested a witness of an FSMO assessment they are doing this month.

- Kim asked who will be attending the meeting in Washington, DC. It appears that Paul Bergeron will not be there. Ilona will work with Jerry to get phone service so he can do his Mobile Lab presentation by phone.
- Justin just sent an email regarding Scope of Accreditation. The FSMO Tools Subcommittee has volunteered to help with this effort. .
- Kim will send in the application for a guidance document to the Policy Committee. She will send a copy of the application to the Subcommittee to review before she submits it

7. Next Meeting

The next meeting of the NEFAP Executive Committee will be in Washington, DC. Ilona will work on getting telephone access for people who cannot make it since the phone will be needed for the Mobile Lab Presentation.

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

The meeting was adjourned at 11:53 pm EST. (Motion: Paul Second: Carl 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) Present	ACCLASS	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
Troy Burrows Absent	STAC (Golden Specialty)	AB	(800) 429-8445	tburrows@goldenspecialty.com
John Moorman Absent	Water Quality Monitoring Division, South Florida Water Mang District	FSMO	(561)753-2400 x4654	jmoorma@sfwmd.gov
Cheryl Morton Present	AIHA	AB	703-846-0789	cmorton@aiha.org
Doug Leonard Absent	LAB	AB	260-637-2705	dleonard@l-a-b.com
Nilda Cox Present - Yoon	Eurofins Eaton Analytical Inc	Other	626-318-8517	nildacox@eurofinsus.com
Doug Berg Absent -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 – Joined in 11:46am	Florida DOH	AB	904-791-1574	Carl_kircher@doh.state.fl.us
Lauren Smith Present	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	
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	Complete
147	Check with John about updating SOP 5-106.	Kim	7/25/14	
148	Update SOP 5-103.	Justin	Next Meeting	
149	Complete application to work on Scope Guidance and send to FAC for comment.	Kim	7/31/14	
150				

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	