

**NEFAP Executive Committee
Meeting Summary
July 22, 2011**

1. Roll call and approval of minutes:

Chair Marlene Moore called the NEFAP Executive Committee meeting to order on July 22, 2011 at 1:00pm EST. Attendance is included in Attachment A. There were 14 committee members present at the meeting. Doug Leonard and Jason Stein were also present.

The February 2nd meeting minutes were not officially approved. Mike motioned to approve the minutes and Scott seconded the motion. The minutes were unanimously approved.

The June 27th meeting minutes were reviewed. A motion was made by Scott and seconded by Mike. Cheryl abstained because she was not at the meeting. The motion passed (For – 13, Against – 0, Abstain – 1).

2. SIR #4

Marlene forwarded the response approved by the FAC. The EC reviewed the response and discussed it.

Volume	Volume 1: FSMOs
Section (eg. C.4.1.7.4)	3.1
Describe the problem:	Does Environmental Sampling include sampling at water and wastewater plants?
Response	<p>3.1 Environmental Sampling: Equivalent to “Field Sampling.” See Clause 3.5.</p> <p>3.2 Field: Any location outside the controlled environment of a laboratory.</p> <p>3.5 Field Sampling: The process of obtaining a representative portion of an environmental matrix suitable for laboratory or field measurement or analysis.</p> <p>In the definitions of the terms "Environmental Sampling" (3.1) and "Field Sampling", the operative term is “Field”. In Clause 3.2 “Field” is defined as distinct from the “controlled” laboratory environment. It follows that the sampling sites for</p>

waste and drinking water treatment plants would be outside of a controlled environment so the answer to the question is “yes”.

If the FSMO seeks accreditation to the TNI FSMO Volume 1 standard then the requirements in this standard apply.

Kim suggested adding “of a laboratory” to the last line to clarify what is meant by “controlled”. John commented that “controlled” should take care of this and the change shouldn’t be necessary.

Mike motioned to accept the language as written and vote on the language at the meeting in Bellevue. The motion was seconded by Kim.

The EC continued discussion. Scott feels any sampling done outside of a “controlled” laboratory should be covered under the FSMO standard.

The motion passed.

Favor: 13 Opposed: 0 Abstain: 1 (Scott)

3. Agenda for Meeting in Bellevue

- Voting
- SIR Process
- PT draft statement policy needed
- Nominations and voting for new Board - composition
- Open items and new business

4. AB Evaluations

Evaluations are in proceeding. A meeting was held on July 7th. A Q&A was prepared and is included in Attachment B.

5. PT

Marlene distributed a document that Mike and she worked on:

*TNI-NEFAP PROFICIENCY TESTING POLICY DRAFT 0 MW MILLER 7-20-11
Revision M. Moore 7/21/11*

The NEFAP Executive Committee has adopted the following policy for implementation by recognized accreditation bodies.

The NEFAP Accreditation Body (AB) shall require the use of PT samples from a TNI PT Provider (PTP) accredited by a TNI recognized PTP accreditor where available. The AB shall require and oversee the PT performance of each applied and accredited FSMO pursuant to the requirements of the TNI-FSMO Standard Volume 2 Section 7. An FSMO shall analyze available PT samples for each scope of accreditation as required by the AB's policy, regulatory program or client requirements. The available PT samples are listed on the TNI web site in the Fields of Proficiency Testing (FoPT) tables.

Get comments back to Marlene by e-mail.

6. SIR and Voting SOPs

These will be forwarded to the committee for review and discussion in Bellevue.

7. Action Items

See Action Table – Attachment C.

8. New Business

None.

9. Next Meeting

The next meeting of the NEFAP Executive Committee will be planned for August 17, 2011 in Bellevue at 1:30pm EST.

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

A motion was made by Dane and seconded by Kim to adjourn the meeting. It was unanimously approved. The meeting was adjourned at 2:10pm EST.

Attachment A

Participants TNI NEFAP Board

Members	Affiliation	Balance	Contact Information	
Marlene Moore (Chair) Present	Advanced Systems, Inc	Other	(302)368-1211	mmoore@advancedsys.com
Keith Greenaway (Vice-Chair) Present	ACLASS	AB	(703)836-0025	keith.greenaway@aclasscorp.com
Dane Wren Present	Wren Engineering, P.A.	FSMO	(407)833-0061	dwren47@aol.com
Calista Daigle Present	Shaw Environmental & Infrastructure Group	FSMO	(225)987-7291 Cell: (225)485- 2007	calista.daigle@shawgrp.com
Scott Evans Present	Clean Air Engineering	AB	847-654-4569	sevans@cleanair.com
John Moorman Present	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
Jan Wilson Present	CAMMIA Environmental	Other	(360)904-8416	WQL@aol.com
Doug Berg Present	PJ Laboratory Accreditation, Inc.	AB	(248)709-0096	dberg@pjlabs.com douglasberg@gmail.com
Kim Watson Present	Stone Environmental Inc	FSMO	(802)229-4541	kwatson@stone-env.com
Michael Miller Present	Consultant	Other	(908)233-9624	mwmillerenviron@yahoo.com
Brian Conner Present -	A2LA	AB	(301)644 3216	bconner@a2la.org
Michelle Henderson Present	USEPA	Other	(513)569-7353	Henderson.Michelle@epamail.epa.gov
Justin B. Brown Present	EMT	FSMO	(847)324 3350	jbrown@emt.com
Ilona Taunton (Program Administrator) Present	The NELAC Institute		(828)712-9242	ilona.taunton@nelac-institute.org

Attachment B

Questions on process as discussed with the lead evaluators July 7 and July 11:

1. Internal Audits/Mgt Reviews
 - a. May not be done by AB since no applicants yet. How is this to be handled?
 - b. Use records of preparing for the program – (e.g.; gap or other record) – for internal audit evidence
 - c. Authorization or approval process by management to do FSMO accreditation – for management review
2. Findings: NC, comment, concerns – follow SOP NEFAP 5-105 (available on TNI website)
 - a. NC used if missing a required document or item in a document response is needed from AB
 - b. Comment – item of note – no response needed from AB
 - c. Concern - potential problem – no response needed from AB
3. Completeness review to be handled by Lead Evaluators: (deviation from SOP)
 - a. If missing information request from AB immediately – just copy Ilona Taunton, TNI staff
4. Copy Marlene Moore (Chair NEFAP EC) on process and copy Ilona Taunton on records for evaluations - everything
5. Be sure to include objective evidence observed for each clause on checklist identified as “FLAG”: C-DOC – White
6. Keep the process moving by having contact with ABs’ as needed to ensure complete and timely review
 - a. Remote evaluations acceptable to discuss items
7. Report in stages
 - a. Document review report by August 1 (NCs may not be resolved, but must be at least presented to AB by this date). Adapt Model Letter from SOP 5-105 for reporting on the document review. Report number of NC, Concerns and Comments. Letter to be sent to NEFAP EC for vote by EC for preliminary recognition.
 - i. CA Plan from AB must be submitted and corrective action implemented prior to performing first FSMO assessment
 - b. A second report is after witness observation of assessment process. This report will be the one found in the SOP which includes input from Technical Assessor.
8. NCs response and handling follow SOP 5-105 and must be closed before final recognition and prior to first FSMO assessment
9. Checklist version “NEFAP_AB_Evaluation_Checklist 11-18-10 rev 1.xls”
10. Report from lead evaluators on the Document review outcome is a summary to indicate the completeness of the information received and if the information submitted addresses the requirements of the TNI FSMO standards, Vol 1 and 2 along with number of NC, Concerns and Comments.
11. Confidentiality statement means: Each Evaluator is bound as an individual. Information (documents and records) received and used as part of the evaluation is NOT to be shared

or discussed with anyone except the AB whose application is being reviewed and TNI staff Ilona Taunton.

12. Equivalency – but conformance

13. Out put 3 items letter report – completeness, AB checklist and letter

14. TIMELINE SUMMARY:

- a. Document review outcome to AB and Ilona
- b. Request comment from AB within 1 week
- c. Send Draft letter, Completeness questionnaire and AB Evaluation Checklist (filled in)
- d. Complete Draft letter, questionnaire and checklist by August 1
- e. Revise as needed based on input from AB – prepare final letter
- f. Ilona to send final letter to NEFAP AB by August 15

Send everything to AB and copy to Ilona and request comment within 1 week of any submittal requests

Prepared by: Marlene Moore, July 11, 2011

Attachment C
Action Items – NEFAP Board

	Action Item	Who	Expected Completion	Actual Completion
27	Forward FSMO names to Ilona.	Justin	5/3/10	Still need this information.
39	Give Alternate name to Ilona.	All	9/30/10	Ongoing
44	Start FAQs for Application.	Calista	10/4/10	Moved responsibility for action item to Calista. Take a look at inconsistencies in responses in application.
49	Update FSMO checklist based on Jan's changes.	Kim	Savannah	In Progress
52	Prepare an AB Evaluation Flowchart.	Keith	Savannah	In Progress
60	Review DRAFT NEFAP SIR SOP	All	Next Meeting	
61	Work on Contract with ABs.	Marlene	Next Meeting	
62	Set-up voting process for Nominating Committee.	Jan / Marlene	June 2011	
63	Consider need to formally adopt Vol 3 and Vol 4 – PT Provider and PTPA standards.	All	Next Meeting	In Process
64	Contact Kim regarding Voting SOP update.	Marlene	Next Meeting	Complete
65	EC members who want to continue on the EC should contact Jan to confirm their interest.	All	7-31-11	
66	Marlene will check with Cheryl to see if AIHA will continue to participate.	Marlene	7/22/11	Complete. Yes.
67	Jan will contact Lauren to complete a nomination form.	Jan	7/22/11	Complete

	Action Item	Who	Expected Completion	Actual Completion
68	Review FSMO Checklist to ensure all changes have been made.	Mike	Next Meeting	In Process

Attachment D

Backburner / Reminders – NEFAP Board

	Item	Meeting Reference	Comments
1	Establish Stack Testers Subcommittee	2-18-10	
2	Develop procedure for electronic voting for new NEFAP Executive Committee members.	3-18-10	
3	Does something need to be dictated as to how the AB's prepare the scopes for the FSMOs?	5-24-10	
4	Review Charter.	October 2011	