

NEFAP Executive Committee
Meeting Summary
August 5, 2014

1. Roll call:

Chair Kim Watson called the NEFAP Executive Committee meeting to order on August 5, 2014 at 3:30 pm ET in Washington, DC. Attendance is included in Attachment A. There were 11 committee members present. Associate members present: Mike Miller and Marlene Moore.

Appendix D contains copies of the slides used during the meeting.

2. Standard

Justin provided an update on the new Field Standard. He walked through the process of how the new standard was developed. It is called the 2014 Field Standard and will be effective April 1, 2016.

There are 6 accredited FSMOs. Kim showed an example Scope of Accreditation— See slides (Attachment D).

3. Scope

Kim noted that the Scopes you can find on the AB websites are all different. FSMOs in the room commented that there is no guidance on determining Scopes and it makes it difficult to apply. The committee agreed in Kentucky that it wants to prepare a guidance document on Scopes and that it will apply to the Policy Committee for the OK to prepare this document. Ilona forwarded the Policy SOP to Kim and she is working on the application.

The FAC has volunteered to help prepare this guidance document. Kim is planning to forward the application to the FAC for review before it is submitted to the Policy Committee. She hopes to have this done before the end of the month.

4. Advocacy

The committee completed an update to the NEFAP brochure and John used it at one of the last FSEA meetings. There were some issues with the format of the brochure. Ilona will get a copy of the brochure from Jerry so John can work on the format for final printing. The committee would like to print at least 500 copies so they can be easily sent to anyone preparing to give a NEFAP related presentation.

5. NEFAP EC SOPs

SOP 5-105 – Evaluation

This SOP has been completed, but not everyone has voted by email yet.

SOP 5-103 – Nomination

Justin is still working on this SOP and will send something out to the committee for review prior to the next meeting.

SOP 5-102 – Voting

John Moorman will look into whether the Policy Committee has looked at this SOP. Ilona looked back at the 2014 Policy minutes and did not see any reference to this SOP. Cheryl will begin reviewing this SOP for an update and John will forward any comments he finds.

SOP 5-106 – SIR

The committee worked on the Standard Interpretation Request SOP (5-106):

Section 4.2: Agree. Will be changed.

Section 5.2: A section will be added to discuss the online input process.

Section 5.2.2: Delete example.

Kim will make changes to this SOP by 8-18-14 and distribute them to committee.

6. Training

The discussion centered around needed training tools. These tools could be relevant to ABs, FSMOs, assessors and data users.

Do the FSMOs need something similar to the Small Lab Handbook? The FSMO Tools Subcommittee is currently working on tools that are not as specific – a priority checklist and a summary of the accreditation process. The handbook will be looked at when the committee finishes up these tools.

Do the stack testers need a special tool for that industry? Justin took note of this comment and will discuss it with the FSMO Tools Subcommittee.

Marlene commented that a Refresher class will be needed to train the assessors in the new Standard. This timing and content needs to be discussed. Ilona will put it on the backburner page so it is not forgotten.

7. NEFAP Evaluation Process

Doug Leonard prepared the NEFAP Evaluation Process flowchart. He will update it based on the new Evaluation SOP before the next meeting.

8. Guidance Document

Kim will complete the application for preparing a guidance document. She will also send out the current version of some work Marlene started on Scopes. It could be used as a starting point for the guidance document. She would like everyone to review it and begin commenting on it.

9. Mobile Laboratories

A presentation was given during the FAC meeting to provide a summary of the information this subcommittee has collected. There were no specific recommendations made.

Paul's presentation made it clear what the differences are between the two programs – NELAP and NEFAP.

Carl suggested that the presentation is a tool for people to understand what would be required by a state. He thought this should continue to be developed.

Kim shared a Wikipedia definition for Mobile labs that may be more appropriate than the one that is currently in the NELAP standard.

10. New Items

- Justin was asked about the timetable to pursue ANSI for the Field Standard. He commented that this is being looked at and work should start this winter. This will be placed on the Backburner table for a future discussion.

11. 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 4:55 pm EST. (Motion: Doug Berg 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 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
Doug Leonard Present	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 Present	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 Present	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.

	Action Item	Who	Expected Completion	Actual Completion
				4/2014: Ilona 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	
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	Contact Jerry to get electronic copy of NEFAP Brochure for John to finish.	Ilona	Next Meeting	

	Action Item	Who	Expected Completion	Actual Completion
151	Update SOP 5-102. John to send any Policy Committee notes.	Cheryl John	Next Meeting	
152	Update changes discussed in DC to SOP 5-106.	Kim	8-18-14	
153				
154				

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	
10	Start planning Refresher class for Assessors for 2014 Standard.	8-4-14	
11	Request an update from FAC regarding ANSI status.	8-4-14	



August 5, 2014,
Kim Watson, Chair, NEFAP EC

NEFAB EC Meeting

- Agenda
- Introductions
- Update on New Standard
- Advocacy Update
- Work on SOP updates
 - Evaluation SOP 5-105, completed
 - NEFAP – SIR SOP-5-106-Rev0-8-6-12-InterimFinal[1]_JM(PCredits)

NEFAB EC Meeting

- SOP-5-103-Rev2-NEFAP-Nomination-PROVISIONAL-12-17-13
- SOP-5-102-Rev1-NEFAP-Voting-8-6-12-Interim
- Training procedure Review –Suggestions for Training of ABs and FSMOs
- Mobile Lab Discussion
- Scope of Accreditation

OUR FSMOs!!

- The following is an alphabetical listing of the accredited FSMO's in our industry.
 - **Beacon Environmental Services, Inc.**
 - **Continental Analytical Services, Inc.**

OUR FSMOs!!

- **Microbac Laboratories, Inc. - Erie Division**
- **Microbac Laboratories, Inc., Baltimore Division**
- **Microbac Laboratories, South Carolina Division**
- **Stone Environmental, Inc.**

- What do scopes of accreditation look like for our FSMOs

Accreditation is granted to the facility to perform the following field sampling:

FIELD OF SAMPLING/TEST	ITEMS, MATERIALS OR PRODUCTS SAMPLED/TESTED	SPECIFIC TESTS OR PROPERTIES MEASURED	SPECIFICATION, STANDARD METHOD OR TECHNIQUE USED	RANGE (WHERE APPROPRIATE) AND DETECTION LIMIT
Groundwater Sampling-Waterloo Profiling	Groundwater	NA	SEI-SOP-6.43.3 Ground water Profiling and K-Pro Testing	NA
Troll 9000/9500-Multiparameter Water Quality Sonde		pH, Temperature, Specific Conductance, ORP, Dissolved Oxygen	SEI-SOP-5.25.1 Use, Maintenance, and Calibration of the Multiparameter Troll 9000 and 9500	Physiochemica 1 to support Waterloo and MIP field work
Hydrolab MSS-Multiparameter Water Quality Sonde			SEI-SOP-5.27.1 Use, Maintenance, and Calibration of the Hydrolab MSS Water Quality Multiprobes	
YSI 699xi-Multiparameter Water Quality Sonde			SEI-SOP-5.30.2 Use, Calibration and Maintenance of the YSI Model 699xi Multiparameter Water Quality Monitoring System	
Membrane Interface Probe (MIP)	Subsurface	Organics	SEI-SOP-10.12.2 Use, Calibration, and Maintenance of the Membrane Interface Probe (MIP)	NA

8-5-14

Accreditation is granted to the facility to perform the following field sampling:

FIELD OF SAMPLING/TEST	ITEMS, MATERIALS OR PRODUCTS SAMPLED/TESTED	SPECIFIC TESTS OR PROPERTIES MEASURED	SPECIFICATION, STANDARD METHOD OR TECHNIQUE USED	RANGE (WHERE APPROPRIATE) AND DETECTION LIMIT
Groundwater Sampling (SOP # FS-7) Field Sampling Procedure Manual	Groundwater	pH	SOP # FS-05	0 std pH Units to 14 std pH Units
		Temp	SOP # FS-03	0 °C to 100 °C
		Conductivity	SOP # FS-04	0 umhos/cm to 1 999 umhos/cm
		ORP	SOP # FS-06	-999 mV to 999 mV
		Residual Chlorine	SOP # FS-11	0 mg/L to 2 mg/L
		Dissolved Oxygen	SOP # FS-16	0 mg/L to 2 mg/L
Surface Water (SOP #FS-09)	Surface Water	pH	SOP # FS-05	0 std pH Units to 14 std pH Units
		Temp	SOP # FS-03	0 °C to 100 °C
		Conductivity	SOP # FS-04	0 umhos/cm to 1 999 umhos/cm
		ORP	SOP # FS-06	-999 mV to 999 mV
		Residual Chlorine	SOP # FS-11	0 mg/L to 2 mg/L
		Dissolved Oxygen	SOP # FS-16	0 mg/L to 2 mg/L
Grab Sample from Tap or Faucet (SOP # FS-10)	Grab Water	pH	SOP # FS-05	0 std pH Units to 14 std pH Units
		Temp	SOP # FS-03	0 °C to 100 °C
		Conductivity	SOP # FS-04	0 umhos/cm to 1 999 umhos/cm
		ORP	SOP # FS-06	-999 mV to 999 mV
		Residual Chlorine	SOP # FS-11	0 mg/L to 2 mg/L
		Dissolved Oxygen	SOP # FS-16	0 mg/L to 2 mg/L

8-5-14

Accreditation is granted to the facility to perform the following field sampling:

FIELD OF SAMPLING/TEST	ITEMS, MATERIALS OR PRODUCTS SAMPLED/TESTED	SPECIFIC TESTS OR PROPERTIES MEASURED	SPECIFICATION, STANDARD METHOD OR TECHNIQUE USED
Passive Soil Gas Sampling	Air	Organics	Beacon SOP 10 - Collection and Return Shipment of Passive Soil Gas Samplers SOP 1 PSG Sampler Manufacturing SOP 4 PSG Sampler Shipment
Passive Indoor/Ambient Air Sampling	Air	Organics	Beacon SOP 11 - Passive Diffusion Samplers with Sorbent Tubes SOP 6 Sorbent Tube Shipment SOP 16 Sorbent Tube Preparation
Soil Gas and Indoor/Ambient Air Sampling with Pumps	Air	Organics	EPA Method TO-17

8-5-14

In addition, in recognition of the successful completion of the A2LA evaluation process, including an evaluation of the organization's compliance with The NELAC Institute Field Sampling and Measurement Organization Volume 1 (TNI FSMO V1 2007 Rev 0.1), accreditation is granted to this organization to perform recognized methods using the following testing technologies and in the analyte categories identified below:

Technology: XRF

Sampling:

Matrix	Equipment	Procedure
Paint Chips	N/A	HUD Guidelines for the Evaluation and Control of Lead-based Paint Hazards in Housing, Chapter 7, Lead-Based Paint Inspection, Appendix 13.2
Soil	N/A	HUD Guidelines for the Evaluation and Control of Lead-based Paint Hazards in Housing, Chapter 7, Lead-Based Paint Inspection, Appendix 13.3
Dust Wipes	N/A	HUD Guidelines for the Evaluation and Control of Lead-based Paint Hazards in Housing, Chapter 7, Lead-Based Paint Inspection, Appendix 13.1
Air	Sampling pump	NIOSH Method 7300

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FIELD SAMPLING AND MEASUREMENT ORGANIZATION

In addition, in recognition of the successful completion of the A2LA evaluation process, including an evaluation of the organization's compliance with The NELAC Institute Field Sampling and Measurement Organization Volume 1 (TNI FSMO V1 2007 Rev 0.1), accreditation is granted to this organization to perform recognized methods using the following testing technologies and in the analyte categories identified below:

FSMO Type: Commercial

Mobile Units: Microbac vehicles driven to client sites

Sampling:

Matrix	Equipment	Procedure
Non-Potable Water	Time and flow proportional compositors, bailers	Field-007 Field-003
Ground water / Monitoring wells	Bailers, peristaltic pumps, submersible pumps	Field-008 Field-003
Drinking Water	N/A	Field-021 Field-003

Measurement:

Parameter/Analyte	Potable Water	Nonpotable Water	Aqueous Hazardous Waste	Solid Hazardous Waste
pH	SM 4500H-B**	SM 4500H-B**	EPA 9040B EPA 9040B	EPA 9040B EPA 9045C
Specific conductance	SM 2510B	EPA 120.1 EPA 9050A	EPA 120.1 EPA 9050A	EPA 9050A
Residual Chlorine	SM 4500 Cl G**	SM 4500 Cl G**	-----	SM 4500 Cl G**

8-5-14

In addition, in recognition of the successful completion of the A2LA evaluation process, including an evaluation of the organization's compliance with The NELAC Institute Field Sampling and Measurement Organization Volume 1 (TNI FSMO V1 2007 Rev 0.1), accreditation is granted to this organization to perform recognized methods using the following testing technologies and in the analyte categories identified below:

FSMO Type: Commercial


Mobile Units: Microbac vehicles driven to customer sites.

Technology: Wet Chemistry – Titration, Meters, Thermometers

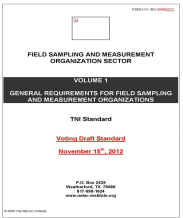
Measurement:

Parameter/Analyte	Potable Water	Nonpotable Water
Chlorine (residual)	SM 4500-Cl G	SM 4500-Cl G
pH	SM 4500-H+ B	SM 4500-H+ B
Specific conductance	SM 2510B	SM 2510B
Temperature	SM 2550B	SM 2550B

8-5-14

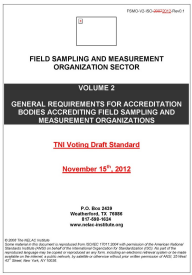
 **Update on New Standard**

□ **Status**



VOLUME 1
GENERAL REQUIREMENTS FOR FIELD SAMPLING AND MEASUREMENT ORGANIZATIONS


TNI Standard
Voting Draft Standard
November 15th, 2012



FIELD SAMPLING AND MEASUREMENT ORGANIZATION SECTOR
VOLUME 2
GENERAL REQUIREMENTS FOR ACCREDITATION BODIES ACCREDITING FIELD SAMPLING AND MEASUREMENT ORGANIZATIONS


TNI Voting Draft Standard
November 15th, 2012

8-5-14


 **Advocacy Update**

□ Brochure


□ Status of FSMO Applications and Actions for Committee to Communicate




8-5-14

 **Work on SOP Updates**


- Evaluation SOP 5-105, completed
- NEFAP – SIR SOP-5-106-Rev0-8-6-12-InterimFinal[1]_JM(PCredits)




8-5-14

 **Work on SOP Updates**

- SOP-5-103-Rev2-NEFAP-Nomination-PROVISIONAL-12-17-13
- SOP-5-102-Rev1-NEFAP-Voting-8-6-12-Interim




8-5-14


 **Training Review**

- Training procedure Review –Suggestions for Training of ABs and FSMOs
- Tools for FSMOs
- Timelines


8-5-14

 **Mobile Lab Subcommittee**

□ STATUS - Presentation




8-5-14


 **Scope of Accreditation**

- Guidance Document




8-5-14




 **Other Business**

- Open



8-5-14



 **Contact Information**

- Ilona Taunton, TNI-
Nelac Institute
- FAC Committee Chair
Justin Brown
- EC Committee Chair
Kim Watson



8-5-14

