NEFAP Executive Committee
Meeting Summary
August 6, 2012

1. Roll call:

Chair Marlene Moore called the NEFAP Executive Committee meeting to order on Monday, August 6, 2012 at 1:30pm EST. Attendance is included in Attachment A. There were 13 committee members present.

The meeting minutes for July 19th were reviewed. Mike motioned to accept the minutes. The motion was seconded by Jack and the motion was approved (Vote: For – 12 Abstain: 1 – Cheryl Morton).

2. Update

See Attachment B – PowerPoint presentation. Current preliminary ABs were noted and their websites were pointed out.

3. SIR SOP

The SOP was distributed on July 19, 2012.

A motion was made by Kim to approve the SOP. The motion was seconded by Jan. It was unanimously approved. It will be forwarded to the Policy committee for approval.

4. Voting SOP

A concern was raised that many AB’s may abstain for voting on accreditation issues and this would only allow for 10 votes. 11 votes are needed to pass accreditation issues, so this is an issue.

Marlene suggested that the wording in 6.3.3.5 be changed to include “vote ‘for’ or ‘abstain’”.

The SOP states that Robert’s Rules of Order need to be followed and that means an abstention will have the same effect as a “no” vote. The committee decided to get input from the Policy committee to review options to deal with the issue. Ilona also noted that previously the committee had 15 members and a 2/3 vote could be obtained with 5 abstentions. Having 16 members changed this. Eventually the NEFAP EC might need to evaluate how to handle adding additional ABs.
Mike motioned to approve the SOP as written. The motion was seconded by Doug Leonard. The motion was accepted.

5. Evaluation SOP

Marlene suggested using National or International Evaluation Teams instead of specifying organizations such as NACLA.

Mike motioned to accept the Evaluation SOP as distributed on July 31, 2012 by e-mail. This included the amendments as described in the paragraph above from what was discussed on July 19th. The motion was seconded by Jan. It was unanimously approved.

6. Language Regarding FSMO Approval

Include info on result of vote.

There was a discussion and the committee decided not to bring forth the vote.

7. Other

- Marlene found that Louisiana is in the process of submitting for public comment changes in the accreditation code. The proposed changes in Code title 33 Part 1 Section 4501.D include language which will encourage the use of the accreditation programs. After adoption of the change to the Louisiana Code, The NEFAP program will be reviewed for equivalency and if accepted, it may be used for the basis of secondary accreditation granted by the LELAP accreditation program. Paul B (from Louisiana and a NELAP AB) also volunteered to be a member of the recognition subcommittee.

- Corps of Engineers. A few contacting officers are expected to add NEFAP to the contracts – with variance allowed for 1 year.

8. Recognition Subcommittee

This committee needs to be formed. Looking for a slate of candidates. The slate will need to be approved by the NEFAP EC.

The committee will review all resumes submitted.

9. Advocacy

The white paper has hit a final draft form that needs final review. The FAC will send it to NEFAP EC for review comments.
10. Training Committee

   Training SOP still needs to be worked on.

11. Back Burner Issue – Mobile Labs

   See PPT slide.

12. New Business

   - Need to reactivate nomination committee. Marlene will be resigning as of January 2013. There will also be a few other people rotating off.

13. Next Meeting

   The next meeting of the NEFAP Executive Committee will be by teleconference within the week of September 17, 2012. Probably the 19th.

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

   The meeting was adjourned at 3:20 pm EST. (Motion: Calista Second: Mike Unanimously approved.)
## Attachment A

### Participants

**TNI NEFAP Executive Committee**

<table>
<thead>
<tr>
<th>Members</th>
<th>Affiliation</th>
<th>Balance</th>
<th>Contact Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Marlene Moore (Chair)</td>
<td>Advanced Systems, Inc</td>
<td>Other</td>
<td>(302)368-1211 [<a href="mailto:mmoore@advancedsys.com">mmoore@advancedsys.com</a>]</td>
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<td>Keith Greenaway (Vice-Chair)</td>
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<tr>
<td>Scott Evans</td>
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<td>Cheryl Morton</td>
<td>AIHA</td>
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<td>703-846-0789 [<a href="mailto:cmorton@aiha.org">cmorton@aiha.org</a>]</td>
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<tr>
<td>Doug Leonard</td>
<td>LAB</td>
<td>AB</td>
<td>[<a href="mailto:dleonard@l-a-b.com">dleonard@l-a-b.com</a>]</td>
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<td>Jan Wilson</td>
<td>CAMMIA Environmental</td>
<td>Other</td>
<td>(360)904-8416 [<a href="mailto:WQL@aol.com">WQL@aol.com</a>]</td>
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<td>Doug Berg</td>
<td>PJ Laboratory Accreditation, Inc.</td>
<td>AB</td>
<td>(248)709-0096 [<a href="mailto:dberg@pjlabs.com">dberg@pjlabs.com</a>]</td>
</tr>
<tr>
<td></td>
<td>Present - Tracy</td>
<td></td>
<td><a href="mailto:douglasberg@gmail.com">douglasberg@gmail.com</a></td>
</tr>
<tr>
<td>Kim Watson</td>
<td>Stone Environmental Inc</td>
<td>FSMO</td>
<td>(802)229-4541 [<a href="mailto:kwatson@stone-env.com">kwatson@stone-env.com</a>]</td>
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<tr>
<td>Michael Miller</td>
<td>Consultant</td>
<td>Other</td>
<td>(908)233-9624 [<a href="mailto:mmilleranaly@yahoo.com">mmilleranaly@yahoo.com</a>]</td>
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<tr>
<td>Lauren Smith</td>
<td>A2LA</td>
<td>AB</td>
<td>(301)644 3216 [<a href="mailto:lsmith@a2la.org">lsmith@a2la.org</a>]</td>
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<tr>
<td>Seb Gillette</td>
<td>DOD</td>
<td>Other</td>
<td>(210) 395-8434 [<a href="mailto:john.gillette.1@us.af.mil">john.gillette.1@us.af.mil</a>]</td>
</tr>
<tr>
<td></td>
<td>Present - Phone</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Justin B. Brown</td>
<td>EMT</td>
<td>FSMO</td>
<td>(847)324 3350 [<a href="mailto:jbrown@emt.com">jbrown@emt.com</a>]</td>
</tr>
<tr>
<td></td>
<td>Present</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Jack Farrell</td>
<td>AEX</td>
<td>Other</td>
<td>(407)331-5040 [<a href="mailto:aex@ix.netcom.com">aex@ix.netcom.com</a>]</td>
</tr>
<tr>
<td>Members</td>
<td>Affiliation</td>
<td>Balance</td>
<td>Contact Information</td>
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<tr>
<td>Ilona Taunton (Program Administrator) Present</td>
<td>The NELAC Institute</td>
<td>(828)712-9242</td>
<td><a href="mailto:tauntoni@msn.com">tauntoni@msn.com</a></td>
</tr>
</tbody>
</table>
A National Accreditation Program for Field Sampling and Measurement Activities
Executive Committee

Members
- Marlene Moore (Chair)
- Keith Greenaway (Vice-Chair)
- Dane Wren
- Calista Daigle
- Scott Evans
- John Moorman
- Cheryl Morton
- Doug Leonard
- Jan Wilison
- Doug Berg
- Kim Watson
- Michael Miller
- Lauren Smith
- Seb Gillette
- Justin B. Brown
- Jack Farrell

Agenda
- Minutes approved July
- FSMO accreditation by preliminarily recognized AB
- Voting SOP Vote
- SIR SOP Vote
- Evaluation SOP Vote
- Recognition Subcommittee members needed (If SOP passed)
- Slate proposed to date
- Action items
- New Business/Comments
- Status of acceptance of the NEFAP program
- Advocacy

Accreditation Bodies Now Accepting Applications!!
- ACLASS
  WWW.ACLASSCORP.COM
- American Association for Laboratory Accreditation
  WWW.A2LA.ORG
- Laboratory Accreditation Bureau
  WWW.L-A-B.COM
- Perry Johnson Laboratory Association
  WWW.PJLABS.COM

NEFAP ABs Pass Document Review and are Now Accepting FSMO Applications:
PJLA, A2LA, L-A-B, ACLASS
Votes Needed

- Minutes
- SIR SOP
- Voting SOP
  - Potential amendment

Evaluation SOP

- 6.1.1.2 An on-site evaluation (this may be conducted in coordination with a national or international evaluation team acceptable to the Executive Committee)
- 6.1.1.5 Note: Review Appendix F (TNI NEFAP Recognition Subcommittee - Evaluation Policy). National or internationally recognized ABs may submit their respective evaluation report(s) to demonstrate compliance with ISO/IEC 17011. Where conformance to ISO/IEC 17011 is demonstrated in the report, these areas do not need to be re-evaluated by the NEFAP evaluation team. ABs without any other national or international recognition to ISO/IEC 17011 will be evaluated for conformance to ISO/IEC 17011 by the NEFAP evaluation team.
- 6.2.1.1 A representative of another national or internationally recognized AB and/or NEFAP-recognized AB
- Appendix F - changed (see email July 31)

Open vote

- Kim motioned that preliminary recognized ABs be allowed to accredit FSMOs to the TNI FSMO standard. The following language may be used: AB "NAME" has accredited an FSMO to the TNI FSMO standard. The AB "NAME" is preliminary recognized as a TNI AB. The motion was seconded by Calista.
- VOTE:

New Business

- Any?
- See next slides

Working toward government acceptance

- Louisiana is in the process of submitting for public comment changes in their accreditation code. The proposed changes in Code Title 33 Part 1 Section 4501.D include language which will encourage the use of other accreditation programs. After adoption of the change to this Louisiana Code, the NEFAP program will be reviewed for equivalency and if accepted, it may be used for the basis of secondary accreditation granted by the LELAP accreditation program.

Corp of Engineers

- A few contracting officers are expected to add it to the contracts – with variance allowed for 1 year
Recognition
- Subcommittee formed
  - Need to establish if SOP acceptable
  - Look for volunteers

Advocacy
- Handled by FAC
- Need Training SOP

Overlap a problem
- Mobile labs
  - NELAP and DoD ELAP
- Already accredited by third party for field testing
- Items not considered by TNI as concerns (Board of Directors – 2011)

Action Items
- Minutes July 2012
  - Depending on time review these items

Thank you
- As of January 1, 2013 – Resignation as Chair and member of NEFAP Executive Committee
- Committee to find new members based on rotation
- Need to reactivate nomination committee

Adjourn Meeting
- Thank you for attending!
<table>
<thead>
<tr>
<th>Action Item</th>
<th>Who</th>
<th>Expected Completion</th>
<th>Actual Completion</th>
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</thead>
<tbody>
<tr>
<td>27 Forward FSMO names to Ilona.</td>
<td>Justin</td>
<td>12/31/11</td>
<td>Still need this information. New date.</td>
</tr>
<tr>
<td>39 Give Alternate name to Ilona.</td>
<td>All</td>
<td>9/30/10</td>
<td>Ongoing</td>
</tr>
<tr>
<td>44 Start FAQs for Application.</td>
<td>Calista</td>
<td>4/5/12</td>
<td>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. 8-6-12: Calista will follow-up.</td>
</tr>
<tr>
<td>63 Consider need to formally adopt Vol 3 and Vol 4 – PT Provider and PTPA standards.</td>
<td>All</td>
<td>Review at next meeting. (Need to understand if we need to adopt this standard. Is the policy we previously wrote essentially an adoption.)</td>
<td>PT Policy was not approved by Policy Committee. FAC needs to determine if it is a TIA or an update in the standard.</td>
</tr>
<tr>
<td>81 Prepare NEFAP Timeline</td>
<td>Doug L.</td>
<td>May 2012</td>
<td></td>
</tr>
<tr>
<td>88 Review Attachment B of the May 2012 Meeting Minutes and get comments to JoAnn Boyd and Justin. (Advocacy Update)</td>
<td>All</td>
<td>3-15-12</td>
<td>Needs update from Justin.</td>
</tr>
<tr>
<td>Action Item</td>
<td>Who</td>
<td>Expected Completion</td>
<td>Actual Completion</td>
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<tr>
<td>89 Prepare a form to capture EC member conflicts of interest.</td>
<td>Marlene</td>
<td>3-15-12</td>
<td>Form sent April 5th. Needs comment and then finalization.</td>
</tr>
<tr>
<td>90 Prepare conflicts of interest and forward to Ilona to prepare a summary.</td>
<td>All Ilona</td>
<td>4-4-12</td>
<td>Complete after #89</td>
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<tr>
<td>91 Form recognition subcommittee June 2012</td>
<td>All</td>
<td>June 2012</td>
<td>In process.</td>
</tr>
<tr>
<td>92 Meet to discuss training subcommittee processes.</td>
<td>Marlene Justin</td>
<td>June 2012</td>
<td></td>
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<tr>
<td>94 Distribute FSMO checklist.</td>
<td>Ilona</td>
<td>September 2012</td>
<td></td>
</tr>
<tr>
<td>96 Follow-up with state interested in accepting NEFAP accreditation. Present in DC.</td>
<td>Marlene</td>
<td>August 6, 2012</td>
<td>Complete</td>
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<tr>
<td>97 E-mail for full quorum vote to approve language for Preliminary ABs to use in approving FSMOs.</td>
<td>Ilona</td>
<td>July 21, 2012</td>
<td>Complete</td>
</tr>
<tr>
<td>98 Send a copy of Voting SOP and SIR SOP to committee members to prepare for vote.</td>
<td>Ilona</td>
<td>July 21, 2012</td>
<td>Complete</td>
</tr>
<tr>
<td>99 Forward copy of finalized SOPs to Policy Committee.</td>
<td>Marlene/Ilona</td>
<td>Sept 19, 2012</td>
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</tr>
<tr>
<td>100 Form recognition subcommittee. Review resumes.</td>
<td>All</td>
<td>Sept 19, 2012</td>
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<tr>
<td>101 Reactivate Nomination Subcommittee</td>
<td>Marlene</td>
<td>Sept 19, 2012</td>
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## Attachment D

### Backburner / Reminders – NEFAP Executive Committee

<table>
<thead>
<tr>
<th>Item</th>
<th>Meeting Reference</th>
<th>Comments</th>
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<tbody>
<tr>
<td>4</td>
<td>Review Charter.</td>
<td>October 2012</td>
</tr>
<tr>
<td>6</td>
<td>Evaluate how to handle adding additional ABs. Impact on committee size.</td>
<td>8-6-12</td>
</tr>
<tr>
<td>7</td>
<td>Evaluate overlap issue with NELAP and DoD ELAP regarding mobile labs.</td>
<td>8-6-12</td>
</tr>
<tr>
<td>8</td>
<td></td>
<td></td>
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