

**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

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 Absent	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@gmail.com
Scott Evans Absent	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
Doug Leonard Present	LAB	AB		dleonard@l-a-b.com
Jan Wilson Present	CAMMIA Environmental	Other	(360)904-8416	WQL@aol.com
Doug Berg Present - Tracy	PJ Laboratory Accreditation, Inc.	AB	(248)709-0096	dberg@pjlabs.com douglaslberg@gmail.com
Kim Watson Present	Stone Environmental Inc	FSMO	(802)229-4541	kwatson@stone-env.com
Michael Miller Present	Consultant	Other	(908)233-9624	mwmilleranaly@yahoo.com
Lauren Smith Present	A2LA	AB	(301)644 3216	lsmith@a2la.org
Seb Gillette Present - Phone	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 Present	AEX	Other	(407)331-5040	aex@ix.netcom.com

Members	Affiliation	Balance	Contact Information	
Ilona Taunton <i>(Program Administrator)</i> Present	The NELAC Institute		(828)712-9242	tauntoni@msn.com




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 Wilson
- 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



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



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







Votes Needed

- Minutes
- SIR SOP
- Voting SOP
 - Potential ammendment



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!



Attachment C
Action Items – NEFAP Executive Committee

	Action Item	Who	Expected Completion	Actual Completion
27	Forward FSMO names to Ilona.	Justin	12/31/11	Still need this information. New date.
39	Give Alternate name to Ilona.	All	9/30/10	Ongoing
44	Start FAQs for Application.	Calista	12/31/11 4/5/12	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.
63	Consider need to formally adopt Vol 3 and Vol 4 – PT Provider and PTPA standards.	All	Review at next meeting. (Need to understand if we need to adopt this standard. Is the policy we previously wrote essentially an adoption.)	PT Policy was not approved by Policy Committee. FAC needs to determine if it is a TIA or an update in the standard.
81	Prepare NEFAP Timeline	Doug L.	May 2012	
88	Review Attachment B of the May 2012 Meeting Minutes and get comments to JoAnn Boyd and Justin. (Advocacy Update)	All	3-15-12	Needs update from Justin.

	Action Item	Who	Expected Completion	Actual Completion
89	Prepare a form to capture EC member conflicts of interest.	Marlene	3-15-12	Form sent April 5 th . Needs comment and then finalization.
90	Prepare conflicts of interest and forward to Ilona to prepare a summary.	All Ilona	4-4-12	Complete after #89
91	Form recognition subcommittee June 2012	All	June 2012	In process.
92	Meet to discuss training subcommittee processes.	Marlene Justin	June 2012	
94	Distribute FSMO checklist.	Ilona	September 2012	
96	Follow-up with state interested in accepting NEFAP accreditation. Present in DC.	Marlene	August 6, 2012	Complete
97	E-mail for full quorum vote to approve language for Preliminary ABs to use in approving FSMOs.	Ilona	July 21, 2012	Complete
98	Send a copy of Voting SOP and SIR SOP to committee members to prepare for vote.	Ilona	July 21, 2012	Complete
99	Forward copy of finalized SOPs to Policy Committee.	Marlene/Ilona	Sept 19, 2012	
100	Form recognition subcommittee. Review resumes.	All	Sept 19, 2012	
101	Reactivate Nomination Subcommittee	Marlene	Sept 19, 2012	

Attachment D

Backburner / Reminders – NEFAP Executive Committee

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