Meeting Summary
Steering Committee
NSF International Biosafety Cabinet Field Certifier Accreditation Program
Grapevine, Texas
October 2, 2016

Maren Roush (NSF International) read NSF's Antitrust Statement and initiated the meeting.

Quality Control

Maren Roush (NSF International) reviewed the types and frequency of complaints that are lodged against NSF Accredited field certifiers. The issue of complaints, and subsequent plans for improved quality control, was initially raised during the April 2016 Steering Committee Meeting. During that meeting, the group asked for feedback on the types of customer complaints NSF receives. The group felt that increased transparency could improve the overall quality of work performed by NSF Accredited Field Certifiers.

Since the April 2016 Steering Committee meeting, NSF has received complaints in the following categories: misuse of the NSF Mark, including false claims of Accreditation; improper test procedures (not adhering to methods defined in Annex F); incomplete test reports – for example, including no downflow or inflow air velocity grids; and ethics violations.

In order for NSF to validate complaints, it relies on detailed, tangible information - both from field certifiers and laboratory facilities alike – on the front end of an investigation. A complaint may be submitted by contacting either Jason Shields (NSF International) at jshields@nsf.org or Leah Pollard (NSF International) at lpollard@nsf.org. All complainants' identities are kept confidential.

Bill Peters (NuAire) suggested that NSF present at the next CETA meeting – it could review NSF's expectations for its Accredited field certifiers especially with respect to their roles, responsibilities, proper procedures, etc.

The group said that it welcomes constructive criticism from NSF, along with reminders. It's difficult to expect the "lower rungs" of an organization to force necessary changes to the corporate culture (for example, management that emphasizes quantity of biosafety cabinets tested per day in lieu of the quality of the data gathered). Upper management is the group that should encourage field certifiers to follow proper procedures and ensure no corners are cut.

Ms. Roush will post a memo intended for facilities and end users on the NSF website re. what to expect from an NSF Accredited Field Certifier. Topics discussed in the memo will be:

- Is the field certifier using a ring stand to hold the anemometer during downflow readings?
- Did he/she bring a cart of equipment or just a briefcase? What types of equipment are expected?
- How long should it take someone to certify a biosafety cabinet?
- The ethics statement will be reiterated

Dennis Miller (AABC Testing, Inc.) stated that NEBB sets money aside each year from members to pay the costs associated with having auditors travel to facilities to investigate possible ethics violations. The monetary amount was believed to be $2000.00. He suggested that NSF try a similar approach. However, NSF does not enter into contractual agreements with either those companies that buy and use biosafety cabinets or companies that employ field certifiers. NSF's customers are the individual field certifiers. In order to for NSF to be able to spot check field certifications, it would need to issue company certifications instead of individual, personnel accreditations.

Suggested Quality Control follow-up actions included:

- QC check field certifier test reports each year (add a requirement in the program policies that field certifiers submit test report samples to NSF?)
- Letter to be posted on NSF website re. what facilities can look for to ensure they are getting quality service – this memo should also provide reassurance that NSF Certified biosafety cabinets are evaluated to such rigorous standards, there is proof of containment within an airflow envelope (+/-10 fpm of the nominal set points, per the biological challenge tests in NSF 49).
- NSF might require that Accredited personnel distribute a copy of the aforementioned memo with all test reports
- Offer RUs for annual cross checks of other Accredited field certifier's work (for RUs) – however, this may be hard for sole proprietors

NSF's Customer Database
Ms. Roush reminded meeting participants that Accredited field certifiers should be proactive in notifying NSF when their billing information changes or when they switch companies. NSF Online enables users to access the most current version of NSF/ANSI 49, program policies, online invoices, and requalification units (RUs). To set up an online account, please contact Ms. Pollard.

Decontamination Test Development
Ms. Roush planned to discuss data collected by NSF proctors with respect to the new test method for decontamination. Unfortunately none of the proctors in charge of developing the test method were able to attend the meeting or call in by phone.

New Business
Ken Waterhouse (ENV Services) stated that the patch size for HEPA filters should be mentioned in Annex F of NSF 49. In the current version of NSF 49, the patch size restrictions for HEPA filters are only discussed in section 5.22 ("HEPA and ULPA filter patches shall not exceed 3% of the total face area of the side being patched. The maximum width of any one patch shall not exceed 1.5 in (4.0 cm)").

Mr Waterhouse also brought up the issue of sealants used to repair filters, and asked whether NSF 49 could be updated to reference alternate sealants that are permissible. He provided an example of an inspector from Connecticut who would not allow RTV-732. If language is added to Annex F, it should stipulate at least 100% RTV silicone.

Mr. Peters suggested updating the written exam questions, as it has been several years since they were last reviewed in full. It's been confirmed that the day after the next NSF 49 Joint Committee Meeting - Friday, June 16, 2017 - will be set aside for this activity. Due to the sensitive nature of the meeting, no written examination questions will be distributed in advance, nor will the meeting be conferenced via Ready Talk. It will be held at NSF headquarters in Ann Arbor, Michigan.

The meeting was adjourned. The next meeting of the Steering Committee for the NSF Biosafety Cabinet Field Certifier Accreditation Program will take place at CETA in April 2017. Time and meeting location are TBD.