

Meeting Summary
Steering Committee
NSF International's Biosafety Cabinet Field Certifier Accreditation Program
CETA Conference 2018, Coeur d'Alene, Idaho
April 15, 2018

Leah Pollard (NSF International) read NSF's antitrust statement and initiated the meeting.

BSC Demonstration Videos

Leah Pollard (NSF International) started the meeting by announcing that NSF International recently produced videos demonstrating the test methods specified in NSF/ANSI 49: downflow velocity, inflow velocity – constricted access, smoke patterns and HEPA filter leak. NSF developed these videos for several reasons. First, they are available to individuals accredited by NSF International to use as a refresher if they do not field certify biosafety cabinets on a routine basis. Second, they can be used to show facilities what to expect when their BSCs are field certified and to distinguish between proper procedures (those defined in NSF/ANSI 49) and those that do not meet the requirements of the standard. Please note that the videos are not detailed enough to be used as a primary source for training new field certifiers. NSF recommends that individuals who are completely new to the field receive instruction from a qualified trainer and/or training organization. The videos are available at the following link:

https://www.youtube.com/playlist?list=PL9gmGvEk371MWyWOuV1OY8zaL3iJMRz_-

Basic Accreditation Program

Maren Roush (NSF International) gave an update on NSF's basic accreditation program and spoke about the Asia Pacific Biosafety Association (APBA), which will be offering training to potential field certifiers with written and practical examinations to be provided in SE Asia yet this year. Ms. Roush stated that NSF is open to working with a variety of training organizations and individual trainers. Since NSF does not offer field certifier training, it is reliant on others who can identify and convene a group of qualified participants in a suitable space, offer them the instruction they need and have NSF present at the end of the training session to offer the accreditation examinations. Please note that enough candidates will need to be present at a training session to make the best use of an approved proctor's time and travel for the subsequent test session. For more information, please contact Ms. Roush or Mrs. Pollard.

NSF's Customer Database

Mrs. Pollard reminded field certifiers to send NSF updated contact information if they move or switch employers. She also stated that annual fees are due at the beginning of every year, and if annuals are not paid and NSF cannot get ahold of the individual, then listings will be dropped due to non-payment. It is good practice for field certifiers to review their listings periodically on NSF's website to ensure everything is up to date.

In order to protect the security of its customers, NSF will no longer accept credit card payments **except** for those entered directly by the client through their NSF Online account, where the

payment is directed into the secure website of the credit card processor. Clients who do not have NSF Online accounts will have to send in checks or electronic payments. 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 Mrs. Pollard at lpollard@nsf.org, or click the following link to NSF's website: <https://my.nsf.org/nsfonline/#/register>.

2018 Calibration Records

NSF sent an email in January 2018 to remind all listed field certifiers to submit their calibration records and their annual form to Leah Pollard's attention. Calibration records are always due in March of the given year. Hard copies may also be mailed to Mrs. Pollard's attention. The annual form should be available on NSF's website (<http://www.nsf.org/services/by-industry/pharma-biotech/biosafety-cabinetry/biosafety-cabinet-field-certifier-accreditation>). Please follow up with Mrs. Pollard if there are any questions.

The steering committee wanted to know if NSF has enough proctors to cover all test facilities and their confirmed test sessions, with consideration given to the number of new applicants and field certifiers who renew their NSF accreditations every year. **Dave Phillips (Thermo Fisher Scientific) made a motion to have NSF collect data on the number of certifiers who renewed their accreditations with requalification units (RUs) and how many renewed by passing the NSF examinations (e.g. written and practical) over the past several years. This data will be used to project anticipated growth. Ken Barkley (BGE Service & Supply Ltd.) seconded the motion, and the motion passed.**

Decontamination Test Update

Cary Binder (ENV Services and an NSF proctor) stated that all four proctors are meeting in September 2018 at Eagleson Institute. He proposed that the proctors could meet at this time to discuss the decontamination test further. Volunteers could be a part of the practice test run. Each proctor would independently grade the participants, and then, based on the results and the consistency thereof, edit the data sheets as needed and finalize them. The decon test will be graded in accordance with the formaldehyde decontamination test only.

Committee Membership

Bill Peters (NuAire, Inc.) made a motion to add Todd Urton (Quality Cleanroom Consulting LLC) as a user member to the steering committee. Ken Barkley (BGE Service & Supply Ltd.) seconded the motion, and it passed. Todd Urton is now a member of the steering committee. No other nominations were made.

Possible New Written Exam Test Software

NSF has been looking into new programs for maintaining and distributing the enhanced accreditation program's written examination. Potential benefits include psychometric analysis of item performance, demographic information, test center analysis, etc.

New Business

Mr. Binder suggested that field certifiers submit written exam questions that could be reviewed and potentially added to the written exam question bank. **Chandler Papas (Pentagon Technologies) mentioned there's a need for the committee to have additional meetings throughout the year. Mr. Papas made a motion to have at least two additional steering committee conference calls this year and have members assigned to task groups to address current topics within the accreditation program. Mr. Barkley seconded the motion, and the motion was passed.** NSF is currently using BlueJeans for video chat and conference calls. If unfamiliar with BlueJeans, please review the following video tutorials on BlueJeans web page: <https://support.bluejeans.com/videos>.

The meeting was adjourned. The next meeting of NSF's Biosafety Cabinet Field Certifier Accreditation Program Steering Committee will take place at the annual American Biological Safety Association (ABSA) conference in Charleston, South Carolina in October 2018.