

**NEFAP Executive Committee
Meeting Summary
October 14, 2016**

1. Roll call:

Kim Watson, Committee Chair, called the NEFAP Executive Committee meeting to order on October 14, 2016 by teleconference at 11:05 am Eastern. Attendance is included in Attachment A - there were 7 committee members present. Associates present: Mike Miller.

The minutes from the September meeting were reviewed. A motion was made by Carl to approve the September 9, 2016 minutes as written. The motion was seconded by Calista and was unanimously passed.

2. Officers

Calista made a motion to have Kim and Justin remain in place as Chair and Vice-Chair. The motion was seconded by Carl and unanimously approved by the six members present. The vote will be completed by email.

3. Strategic Planning Subcommittee.

Justin noted that the committee has not met, but he will send a Doodle poll out to set-up a meeting in October.

Kim asked if a subcommittee should be formed to work on the website updates. Justin was OK with this idea. He would like a few people to spend time looking at it from a marketing perspective. Ilona will ask people to volunteer for this effort when she sends out the follow-up vote for the officer election.

Ilona noted that she has received one of the three videos for the website and is ready to prepare the videos. She still needs the other two videos. Work on this will begin next Monday.

4. Mobile Laboratory Subcommittee.

The letter was prepared for the TNI Board to request that a new committee be formed to work on the TNI strategic initiative

Ilona said the TNI Board of Directors did not have a quorum on their October call, so it has been tabled to November. There were no immediate objections to the concept of a committee of some sort.

Carl provided additional information about how FL handles mobile labs. This has been added to Attachment D.

5. Charter

The charter is being delayed due to a new format. It is being simplified.

Kim asked about the NEFAP budget. This information will be provided when we get ready to work on the Charter. Kim asked whether we received additional funding from the workshops. Ilona remarked that there were no additional attendees in Orange County, so funds would have come from the webinar in June. Jerry said he will be able to look at this as the books are reviewed at the end of the year. He does not think a profit was made, but that it may have covered the expenses.

6. Action Items

See Attachment B. Action items were reviewed and additions were annotated in the table.

Action Item 124: Ilona thought this would be closed out when she received a presentation that could be distributed when someone needed information to include in a presentation related to NEFAP. Justin and Kim will talk about this offline and decide what should be given to Ilona for distribution. Justin thinks John's presentation is likely the presentation that should be saved for distribution. Ilona noted that there is a lot of additional information in this presentation and thought the goal of this action item was to have something simple that someone could grab and easily add to something they are already doing.

Tracy has a presentation she will share that is a simple presentation about NEFAP. She will send this to Kim and Justin.

Ilona noted that these presentations could be put on the website. This would make it easy for people to get to them and may be informative for others who view them.

7. New Business

- Kim will be working with NEMC to put a session together on Field Sampling. This might roll into a new white paper. She asked people to think about Field Sampling abstracts.

- Tracy asked if NEFAP can be used for things outside of environmental. She sent the following email to Jerry and Ilona:

Are there any restrictions under the NEFAP program that prohibits accreditation of non-environmental fields such as food sampling, cannabis sampling? The reason I ask is we were thinking about using the NEFAP checklist for accrediting a food sampling organization. We don't feel 17025 5.7 is really enough.

Jerry agreed with Ilona that people are looking at using it for cannabis, but noted that using the Standard outside of environmental is probably something he would need the TNI Board of Directors to endorse.

Ilona suggested adding this topic to the agenda next month and taking a closer look at this from a marketing perspective too. Tracy thinks this may help grow the program. The name of the Standard may limit its use. Tracy asked if it can be used for food. Kim thinks that most things are environmental related. Tracy noted that the FDA wants to be sure that if they would consider using this Standard that the people evaluating the ABs would be taking food into consideration when recognizing an AB. Perhaps people with food background should be added to the NEFAP EC. Ilona asked if this needs to be considered by the FAC to expand the Standard and make it open to more than environmental. Kim is correct that much can be related to environmental, but perhaps expanding the Standard may make this more user friendly.

Justin has been working with Colorado on their cannabis field protocols. The concept of a quality system is being met with some concern because there is a lack of quality system experience and education is needed. This is a huge potential market for NEFAP, but needs to be explored more. Justin agrees with Ilona that the timing is good to be looking into this because the Field Standard will be under review this next year. This concept needs to be considered.

There was general agreement that there would be no reason other media couldn't be considered that is linked or impacts what is happening in the environment.

The topic was tabled and will be discussed at the next Strategic Subcommittee meeting and then reported on for discussion at the next NEFAP EC meeting. Justin plans to pull the committee together before the end of October.

Tracy noted that this topic got started when she received a call from someone who wants to sample food for FDA. FDA said that they needed ISO 17025 accreditation. This got Tracy thinking they could use this Standard. Tracy will pull together information she has and share it with the Strategic Subcommittee.

- Ilona commented that she is looking at the Lead FoPT table and has sent a message to EPA asking if there is a still a need for it. She asked if anyone on the call is using it. Tracy noted that there is a new contact and will send the information to Ilona. Ilona will continue to follow-up on this.

- Ilona commented that the PT Program and NEFAP will still need to get together to discuss combining their evaluations of NGAB's this next year. She will be sending something out before the middle of November to put a team together to address this.

8. Next Meeting

The next meeting of the NEFAP Executive Committee will be November 18, 2016 by teleconference.

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

The meeting was adjourned at 12:10 pm Eastern. (Motion: Carl Second: Tracy Unanimously approved.)

Attachment A

**Participants
TNI NEFAP Executive Committee**

Members	Affiliation	Balance	Contact Information	
Kim Watson (2017) (Chair) Present	Stone Environmental, Inc	FSMO	(802)229-2196	kwatson@stone-env.com
Zaneta Popovska (AB) Present	ANAB	AB	(260)637-2705 c: 260-446-4807	zpopovska@l-a-b.com
Doug Berg (AB) Present - Tracy	PJ Laboratory Accreditation, Inc.	AB	(248)709-0096	dberg@pjlabs.com douglaslberg@gmail.com
Paul Bergeron (2016*) Absent	LELAP	AB	225-219-3185	Paul.bergeron@la.gov
Justin Brown (2018) Vice-Chair Present	EMT	FSMO	(847)324 3350	jbrown@emt.com
Troy Burrows (2017*) Absent	STAC (Golden Specialty, Inc.)	AB	(281) 984-7021	TBurrows@goldenspecialty.com
Nilda Cox (2016*) Present – Andora (11:40am)	Eurofins Eaton Analytical Inc	Other	626-318-8517	nildacox@eurofinsus.com
Calista Daigle (2016) Present (until 12pm)	Dade Moeller	FSMO	(225)485-2007	calista.daigle@gmail.com calista.daigle@moellerinc.com
Seb Gillette (2018) Absent	DOD	Other	(210) 395-8434	john.gillette.1@us.af.mil
Carl Kircher (2016*) Present	Florida DOH	AB	904-791-1574	Carl_kircher@doh.state.fl.us
Cheryl Morton (2018) Absent	AIHA	AB	703-846-0789	cmorton@aiha.org
Harry O’Neill (2018*) Absent	Beacon Environmental Service, Inc.	FSMO	410-688-4762	Harry.ONeill@beacon-usa.com
Richard Rago (2018*) Absent	Haley & Aldrich, Inc.	FSMO	617-719-6128	RRago@haleyaldrich.com
Michelle Bradac (AB) Absent	A2LA	AB	301-644-3227	mbradac@A2LA.org
Janis Villarreal (2018*) Absent	H&P Mobile Geochemistry, Inc.	FSMO	619-933-2751	janis.villarreal@handpimg.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
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	4/10/15: Kim will follow-up on this. 12/11/15: Sent last week.
158	Review new FSMO Tool documents for issues with “should”, “shall”, confirm that additional requirements are not being imposed and look for possible AB conflicts.	Doug Leonard	3/5/15 Tulsa Meeting	12/11/15: Ilona will resend them to Doug so he can prepare comments by Tulsa. SENT REMINDER
159	Review how new members are added to the Recognition Committee and find what the 4 year renewal date is.	Ilona	May 2016	Ilona will put the actual dates for AB renewals on the back burner.
160	Receive additional recommendations from the Recognition Committee. Process recommendations.	Marlene All	2/19/15	4/10/15: May meeting. 12/11/15: Kim will talk to Marlene and find out when this can be expected. REMINDER SENT
164	Review White Paper.	Kim Justin	4/30/15	12/11/15: Justin will review it and send it to Kim for finalization in the next month.
172	Talk to Loretta about setting up a meeting.	TBD	TBD	12/11/15: Justin will reach out.
187	Invite John Philips to send in an application for committee membership.	Tracy	6/9/16	Complete

	Action Item	Who	Expected Completion	Actual Completion
188	Send budget info to Strategy Subcommittee.	Kim	6/9/16	Complete
189	Update Mobile Laboratory Scope	Kim, Paul	7/7/16	CANCEL A recommendation was sent to the TNI Board to form a new committee.
190	Prepare request to TNI Board to form some sort of a Task Force committee to complete the work started by the Mobile Laboratory Subcommittee.	Kim, Paul	9/2/16	Complete
191	Check-in with members who have missed a number of meetings.	Kim	10/14/16	
192	Complete vote by email for Chair and Vice-Chair and request members for a new subcommittee working on the website.	Ilona/Kim	11/17/16	
193	Topic of the Standard being used for more than Environmental was passed on to the Strategic Subcommittee to be reported on at the November NEFAP EC meeting.	Justin	11/17/16	
194	Provide information about using the Field Standard beyond what is typically thought of as environmental (e.g., Food).	Tracy	Before next Strategic Subcommittee Meeting.	

Attachment C

Backburner / Reminders – NEFAP Executive Committee

	Item	Meeting Reference	Comments
4	Review Charter.	October 2016	This is placed on hold until TNI establishes a new format.
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	Complete DRAFT Training SOP for EC review.	n/a	

Attachment D.

October 11, 2016

Dear Kim,

As for samplers in FL, there are no personnel accreditation requirements presently. As with any fixed-based laboratory, it is up to the mobile laboratory and its quality system requirements to train samplers and confirm their competence (through demonstrations of capability or similar documented procedures). FL DEP does have regulatory requirements for field sampling (the Field Sampling SOPs), which the samplers must follow in order for the subsequent test results to be acceptable under FAC Rule 62-160.

Good question. It allows for the full FSMO portrait to be portrayed for present Florida auspices.

Yours truly,
Carl Kircher