

**NEFAP Executive Committee**  
**Meeting Summary**  
**December 11, 2015**

1. Roll call:

Kim Watson, Committee Chair, called the NEFAP Executive Committee meeting to order on December 11, 2015 at 11:06 am Eastern by teleconference. Attendance is included in Attachment A - there were 9 committee members present. Associate Members: None.

The November 13<sup>th</sup> minutes were reviewed. A motion was made by Troy to approve the November 13, 2015 minutes as sent by Ilona on 11-13-15 during the call. The motion was seconded by Cheryl and unanimously approved.

The following members will be in attendance in Tulsa, OK: Justin, Troy, Kim, Carl, Cheryl and A2LA. Calista is still looking at it. Doug will send Mike Shepherd in his place. Rich is still looking at attending.

2. Mobile Laboratory Subcommittee

Kim noted that progress has been made on the mobile lab survey.

There has been ground gained on states offering secondary accreditation under NELAP to mobile labs. Both Florida and Louisiana are now offering secondary accreditation.

An update will be provided by Paul at the next meeting.

3. Strategic/Marketing Subcommittee

The team did not meet prior to this call. They will be meeting soon to work on the written plan so that it can be used to help prepare the NEFAP Program Report in Tulsa.

Ilona noted that the NEMC Steering Committee is supportive about planning a workshop similar to what John Moorman did in Florida. It will either be an NEMC session or a class. An abstract will need to be turned in before January 29, 2016. The subcommittee will be looking at how to get the right people to the training and whether the session can be recorded as a webcast. Kim asked people to let her know if they would like to help with the workshop.

#### 4. NEFAP Presentation

Kim has talked to Marlene about using a copy of her previous NEFAP presentation. She would like it handled differently than in the past, so Ilona has forwarded a request to Jerry. She wanted to make sure that anyone that uses one of her slides gives acknowledgement to her company. There was concern that this might get confusing, so Ilona commented that the presentation a number of people have been working on should be sufficient for Michelle Bradick's needs at the stack tester conference. Kim forwarded the presentation to Michelle during the call.

#### 5. Action Items

Kim reviewed the action items. See Attachment B for review notes.

Action Item #81: The committee will look at the charts over the next month. There are two flow charts that need to be reviewed. They both apply to the ABs. Kim asked Doug to take a look at the charts and see if any updates are needed. The charts will be reviewed at the early January meeting and then hopefully voted on for approval in Tulsa. Kim will resend the flowcharts to the committee too.

Action Item #172: The strategic planning group has reached out to Loretta, but they have not been able to reach her. Ilona recommended a phone call since emails are not being responded to. Justin has her phone number, so he will contact her. He also thinks she may be local and he will try to set-up a meeting with her.

#### 6. New Business

- Website Update: Ilona is of the understanding that some items will be posted by Tulsa, but does not believe everything we want will be done. She suggested trying to set-up a time with William in Tulsa to discuss the website. Kim would like Ilona and Marlene involved in this discussion also. Ilona expects the tools and Marlene's presentation to be up before Tulsa.

#### 7. Next Meeting

The next meeting of the NEFAP Executive Committee will be on January 8, 2015.  
(*Addition: Meeting changed to 1/7/15.*)

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

The meeting was adjourned at 11:50am Eastern. (Motion: Rich Second: Calista Unanimously approved.)

**Attachment A**

**Participants  
TNI NEFAP Executive Committee**

| <b>Members</b>   | <b>Affiliation</b>                 | <b>Balance</b> | <b>Contact Information</b> |  |
|--|------------------------------------|----------------|----------------------------|--|
| Kim Watson (2017)<br>(Chair)<br><b>Present</b>             | Stone Environmental, Inc           | FSMO           | (802)229-2196              | <a href="mailto:kwatson@stone-env.com">kwatson@stone-env.com</a>   |
| Keith Greenaway (AB)<br>(Vice-Chair)<br><b>Absent</b>      | ACLASS                             | AB             | (703)836-0025              | <a href="mailto:keith.greenaway@aclasscorp.com">keith.greenaway@aclasscorp.com</a>   |
| Doug Berg (AB)<br><b>Absent</b>                            | PJ Laboratory Accreditation, Inc.  | AB             | (248)709-0096              | <a href="mailto:dberg@pjlabs.com">dberg@pjlabs.com</a><br><a href="mailto:douglasberg@gmail.com">douglasberg@gmail.com</a>                                 |
| Paul Bergeron (2016*)<br><b>Absent</b>                     | LELAP                              | AB             | 225-219-3185               | <a href="mailto:Paul.bergeron@la.gov">Paul.bergeron@la.gov</a>   |
| Justin. Brown (2018)<br><b>Present</b>                     | EMT                                | FSMO           | (847)324 3350              | <a href="mailto:jbrown@emt.com">jbrown@emt.com</a>   |
| Troy Burrows (2017*)<br><b>Present</b>                     | STAC (Golden Specialty, Inc.)      | AB             | (281) 984-7021             | <a href="mailto:TBurrows@goldenspecialty.com">TBurrows@goldenspecialty.com</a>   |
| Nilda Cox (2016*)<br><b>Present</b>                        | Eurofins Eaton Analytical Inc      | Other          | 626-318-8517               | <a href="mailto:nildacox@eurofinsus.com">nildacox@eurofinsus.com</a>   |
| Calista Daigle (2016)<br><b>Present</b>                    | Dade Moeller                       | FSMO           | (225)485-2007              | <a href="mailto:calista.daigle@gmail.com">calista.daigle@gmail.com</a><br><a href="mailto:calista.daigle@moellerinc.com">calista.daigle@moellerinc.com</a> |
| Seb Gillette (2018)<br><b>Absent</b>                       | DOD                                | Other          | (210) 395-8434             | john.gillette.1@us.af.mil  |
| Carl Kircher (2016*)<br><b>Present</b>                     | Florida DOH                        | AB             | 904-791-1574               | <a href="mailto:Carl_kircher@doh.state.fl.us">Carl_kircher@doh.state.fl.us</a>   |
| Doug Leonard (AB)<br><b>Present</b>                        | LAB                                | AB             | 260-637-2705               | <a href="mailto:dleonard@l-a-b.com">dleonard@l-a-b.com</a>   |
| Cheryl Morton (2018)<br><b>Present</b>                     | AIHA                               | AB             | 703-846-0789               | <a href="mailto:cmorton@aiha.org">cmorton@aiha.org</a>   |
| Harry O'Neill (2018*)<br><b>Absent</b>                     | Beacon Environmental Service, Inc. | FSMO           | 410-688-4762               | <a href="mailto:Harry.ONeill@beacon-usa.com">Harry.ONeill@beacon-usa.com</a>   |
| Richard Rago (2018*)<br><b>Present (11:15am)</b>           | Haley & Aldrich, Inc.              | FSMO           | 617-719-6128               | <a href="mailto:RRago@haleyaldrich.com">RRago@haleyaldrich.com</a>   |
| Lauren Smith (AB)<br><b>Absent</b>                         | A2LA                               | AB             | (301)644 3216              | <a href="mailto:lsmith@a2la.org">lsmith@a2la.org</a>   |
| Janis Villarreal (2018*)<br><b>Absent</b>                  | H&P Mobile Geochemistry, Inc.      | FSMO           | 619-933-2751               | <a href="mailto:janis.villarreal@handpimg.com">janis.villarreal@handpimg.com</a>   |
| Ilona Taunton<br>(Program Administrator)<br><b>Present</b> | The NELAC Institute                |                | (828)712-9242              | <a href="mailto:tauntoni@msn.com">tauntoni@msn.com</a>   |

**Attachment B**  
**Action Items – NEFAP Executive Committee**

|     | <b>Action Item</b>   | <b>Who</b>   | <b>Expected Completion</b>         | <b>Actual Completion</b>  |
|-----|--|--|------------------------------------|---|
| 27  | Forward FSMO names to Ilona.   | Justin   | 3-15-13                            |   |
| 39  | Give Alternate name to Ilona.  | All  | 9/30/10                            | Ongoing   |
| 81  | Prepare NEFAP Timeline   | Doug L.  | 4/22/13                            | 4/22/13: It has been distributed and needs to be put on agenda for review.<br>5/29/14: Will be on June 2014 agenda.<br>4/10/15: Kim will add to next agenda.<br>12/11/15: Doug will review and it will be looked at during the early January meeting. |
| 106 | Mobile Lab Issue – Subcommittee to begin work.<br>From Backburner: Evaluate overlap issue with NELAP and DoD ELAP regarding mobile labs. (Originally brought up 8-6-12 meeting.) | Kim, Scott, Doug Berg, John, Mike, Paul and Marlene. | Active                             | 3/28/13: Subcommittee will begin work in April. Questionnaire will go out first.<br>6/12/13: Survey will go out this week.<br>10/10/13: Survey will be sent to 2 more lists of people.  |
| 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.<br>12/11/15: Sent last week.   |
| 158 | Review new FSMO Tool documents for issues with “should”, “shall”, confirm that   | Doug Leonard   | <del>3/5/15</del><br>Tulsa Meeting | 12/11/15: Ilona will resend them  |

|     | <b>Action Item</b>   | <b>Who</b>     | <b>Expected Completion</b> | <b>Actual Completion</b>   |
|-----|--|----------------|----------------------------|--|
|     | additional requirements are not being imposed and look for possible AB conflicts.  |                |                            | to Doug so he can prepare comments by Tulsa.   |
| 159 | Review how new members are added to the Recognition Committee and find what the 4 year renewal date is.                    | Ilona          | 4/30/15<br>Tulsa Meeting   | Ilona will put the actual dates for AB renewals on the back burner. This will be further discussed in Tulsa. |
| 160 | Receive additional recommendations from the Recognition Committee. Process recommendations.                                | Marlene<br>All | 2/19/15                    | 4/10/15: May meeting.<br>12/11/15: Kim will talk to Marlene and find out when this can be expected.          |
| 164 | Review White Paper.  | Kim<br>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.   |
| 178 | Send NEFAP Presentations to Michelle.  | Kim            | 12/10/15                   | Complete   |
| 179 | Send Standard update documents to ABs (Tracy and Doug Leonard asked for them, but should probably send to all.)            | Justin         | 12/10/15                   | Justin still needs to send.  |
| 180 | See action item #81. Doug will review the flowcharts and provide an update for the early January meeting if one is needed. | Doug           | 1/7/16                     |  |
| 181 |  |                |                            |  |
| 182 |  |                |                            |  |
| 183 |  |                |                            |  |
| 184 |  |                |                            |  |
|     |  |                |                            |  |

**Attachment C**

**Backburner / Reminders – NEFAP Executive Committee**

|    | <b>Item</b>  | <b>Meeting Reference</b> | <b>Comments</b> |
|----|--|--------------------------|-----------------|
| 4  | Review Charter.  | October 2014             |                 |
| 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                      |                 |
|    |  |                          |                 |
|    |  |                          |                 |
|    |  |                          |                 |
|    |  |                          |                 |

## National Environmental Field Accreditation Program Executive Committee (NEFAP EC)

2015 Charter

(FINAL Revised: 10-9-2015)

### **Mission:**

The purpose of the National Environmental Field Activities Program is to establish and implement a program for the accreditation of field sampling and measurement organizations.

The mission of the NEFAP Executive Committee is to oversee the implementation of a national program for FSMO accreditation that is consistent with the TNI FSMO Standard requirements. The Executive Committee will support the field accreditation program with appropriate guidance, procedures, and policies to facilitate implementation of these accreditation standards on a national level. The Executive Committee is committed to establishing and maintaining a program in support of the TNI FSMO standards that will assure continual improvement of FSMO accreditation processes and which incorporate practical, effective, and clear standards of performance that are consistent with the needs of the environmental community as well as regulatory and industry specific requirements. The NEFAP accreditation assures the organization is technically competent to generate data of known and documented quality that meet the needs of the client.

### **Strategic Goals and Objectives:**

1. Implement and maintain a national accreditation program that is consistent with the TNI FSMO standards.
2. Establish adoption and formal acceptance of the program through an advocacy program including supportive contracts, communications, and direction to the stakeholders as well as input to the Field Activities Expert Committee regarding additional standard needs.
3. Oversee consistent implementation by the ABs as an integral part of the recognition process.
4. Develop field accreditation program guidance, procedures, and policies that meet the needs of the environmental community as well as regulatory and industry specific requirements and are consistent with other national and international standards, avoiding unnecessary duplication and non-value added requirements.
5. Collaborate with affected stakeholders to develop national program that accounts for the needs and interests of all stakeholders while balancing considerations of cost practical concerns, and the quality and consistency of environmental data.
6. Continually evaluate and establish success measures to target opportunities for improvement.
7. Develop and maintain the tools (e.g., guidance documents, templates, training materials, etc) necessary for consistent standards implementation and AB recognition.
8. Provide an update on the NEFAP Executive Committee activities and NEFAP to the TNI Board of Directors.
9. Develop and implement a plan for treatment of mobile labs among NELAP ABs and between NELAP and NEFAP.
10. Establish an advocacy subcommittee that will help develop a strong advocacy program to expand the use of accredited FSMOs as outlined in the TNI Strategic Plan.

### **Success Measures:**

- Implementation of an accreditation program that is acknowledged by EPA, government agencies and organizations through contractual requirements for field sampling and measurement organizations.
- Increasing support and input from stakeholders including ABs, FSMOs, Industry, Regulators and Standards Setting Organizations.

- Field accreditation standards are adopted by those performing environmental sampling and field measurements, including those not under a regulatory mandate to do so.
- The field accreditation standards are adopted by accrediting bodies (3<sup>rd</sup> Party or government agencies) on a voluntary basis or written into regulation where applicable or through contractual arrangements.

**Key Milestones for 2015:**

- Review and revise (as needed) all NEFAP SOPs.
- Complete Technical Evaluations for NEFAP ABs to attain full accreditation status.
- Work with the Advocacy Committee, EC TNI Strategic Plan Subcommittee and Field Activities Expert Committee to make the environmental community aware of NEFAP.
- Develop and implement procedures to continually evaluate and establish measures to target opportunities for improvement.
- Develop a more streamlined process for recognition of ABs.
- Start a process for renewed (continuing) recognition of ABs.
- Continue to resolve issues between overlap of accreditation of mobile labs under NELAP and NEFAP (note reference to subcommittee).

**Considerations:**

- Volunteer member organization with significant time constraints.
- Ability to communicate updates and progress to the community at large in a timely fashion.
- Ability to implement an effective consensus-based accreditation program that both meets the standard requirements and ensures comparable execution of the accreditation process by all accreditation bodies.
- Substantial learning curve for those organizations which have not previously been subjected to rigorous quality requirements and/or accreditation.
- Ability to develop and conduct training programs.
- Authority of government agencies to require FSMO accreditation.
- Stakeholder “buy-in” and acceptance within industry.
- Industry “politics”.

**Available Resources:**

- Volunteer committee members
- Industry experts
- Existing national and international consensus-based standards
- TNI Website
- TNI Advocacy Committee
- TNI PT Executive Committee
- Field Activities Expert Committee
- Mobile Lab Subcommittee
- NEFAP EC TNI Strategic Plan Subcommittee
- Other TNI Committees (Expert and Support)
- Dedicated TNI support resources
- Participating organizations
- FreeConference.com and Webex for conference calls
- Member database

**Additional Resources Required:**

- None

**Anticipated Meeting Schedule:**

- Monthly Executive Committee Teleconferences (schedule to be posted in advance of actual meetings)
- Additional teleconferences and Subcommittee meetings as needed.
- Executive Committee meetings (face-to-face) during semiannual TNI Forums (Winter and Summer)



## Committee Membership

| Proposed Members            | Organization                               | Term Expires (March) | Representation | Subgroup     |
|-----------------------------|--|----------------------|----------------|--------------|
| Calista Daigle              | Dade Moeller Inc                           | 2016*                | FSMO           |              |
| Carl Kircher                | Florida DOH                                | 2016*                | Other          | Non-NEFAP AB |
| Cheryl Morton               | AIHA Laboratory Accreditation Program, LLC | 2018                 | Other          | Non-NEFAP AB |
| Doug Berg                   | Perry Johnson Laboratory Accreditation     | n/a                  | AB             | NEFAP        |
| Doug Leonard                | L-A-B                                      | n/a                  | AB             | NEFAP        |
| Harry O'Neill               | Beacon Environmental Services, Inc.        | 2018*                | FSMO           |              |
| Janis Villarreal            | H&P Mobile Geochemistry, Inc.              | 2018*                | FSMO           |              |
| John(Seb) Gillette          | Department of Defense                      | 2018                 | Other          |              |
| Justin B. Brown             | EMT  | 2018                 | FSMO           |              |
| Keith Greenway (Vice Chair) | ANSI-ASQ National Accreditation Board      | n/a                  | AB             | NEFAP        |
| Kim Watson (Chair)          | Stone Environmental                        | 2017                 | FSMO           |              |
| Lauren Smith                | A2LA                                       | n/a                  | AB             | NEFAP        |
| Nilda Cox                   | Eurofins Eaton Analytical                  | 2016*                | FSMO           |              |
| Paul Bergeron               | Louisiana DEQ                              | 2016*                | Other          | Non-NEFAP AB |
| Richard Rago                | Haley & Aldrich, Inc.                      | 2018*                | FSMO           |              |
| Troy Burrows                | STAC (Golden Specialty, Inc.)              | 2017*                | FSMO           |              |
| * - Renewable for 3 years.  |  |                      |                |              |

**Balance:**

- 8 FSMO
- 4 AB
- 4 Other

**Subcommittees:**

- Training Subcommittee
- Recognition Committee

**Program Administrator:** Ilona Verrips Taunton