

NEFAP Executive Committee
Meeting Summary
September 11, 2015

1. Roll call:

Justin Brown, Committee Member and Chair-Stand-In for Kim Watson, called the NEFAP Executive Committee meeting to order on September 11, 2015 at 11 am Eastern by teleconference. Attendance is included in Attachment A - there were 7 committee members present. Associate Members: William Batschelet.

The August 24th minutes were reviewed. A motion was made by Troy to approve the August 24, 2015 minutes. The motion was seconded by Rich. Vote: 6 – For, 0 – Against and 2 – Abstain (Nilda and Justin – Not in attendance). The vote on these minutes will be completed by email. (*Addition: See 10/9/15 meeting minutes.*)

2. Charter

Justin said to look for an email from Kim with the changes made to the Charter. Please comment by email and be prepared to finalize it at the October meeting.

3. Advocacy

Marlene recorded the mini-webcast that will be posted on the TNI site to help people understand the different accreditation programs. It is called: What Are All These Accreditation Programs? There are a few slides specific to NEFAP and will help people understand what it is and how it fits in with other accreditations. The webcast needs a bit of editing ... so it probably won't be available until next month.

4. SOPs

Nilda is reviewing the Nominating SOP. Ilona noted that she has not yet seen a modified version from Nilda. Ilona will comment when she receives it and then send it on to the rest of the committee for comment.

Justin was under the impression that Marlene was working on an SOP, but she is actually working on Action Item # 160. The report may provide suggested changes to the Evaluation SOP.

5. Strategy and Marketing Subcommittee

Justin gave everyone background as to why this subcommittee was formed – TNI Strategic Plan, need for advocacy, etc ... This subcommittee will put recommendations and/or a plan together for the NEFAP EC.

The subcommittee brainstormed some ideas and had a productive meeting. The subcommittee felt there were 3 main areas that need to be looked at:

1. We have had an issue with advocacy in the past in that it has not been focused. There is a need to focus on who the targets are.
2. Need to look at what medium we are going to use to get the word out and educate people on the program. Conferences, presentations, articles in newsletters and trade journals, face-to-face meetings, etc.
3. Once we decide what to do ... who will do it? How will we get it done?

During the subcommittee call the group started brainstorming a list of targets for #1:

- Industry
- Federal EPA
- State Agencies
- DoD
- USGS
- Municipalities
- FSMO
- FSMO Trade groups
- Data users - end data user.

Justin asked if anyone was missed. The NEFAP EC thought this was a comprehensive list.

Ilona also noted that another topic the subcommittee discussed was putting tools in the hands of FSMOs that they can use to let their clients know about NEFAP and why they should use accredited FSMOs. It was also suggested that tools could be developed to give to labs to share with the clients and samplers about NELAP and why samplers should consider accreditation.

It was noted that some clients don't require FSMO accreditation because they think it would take too long for their samplers to become accredited. A timeline should be developed and conversations about hiring with an expectation that accreditation be obtained within a year should happen.

The subcommittee also talked about putting video clips or statements on the website from FSMOs stating why they became accredited and what the benefits are. Justin can say how it has benefited his organization and there are others that can do the same.

Justin noted that Shannon is working on the regulation language for the marijuana testing rules in Oregon. There are a variety of samplers – labs, growers, etc... They want this to be more consistent. It would help if NEFAP could provide some example language that could be inserted into these types of requirements.

Justin noted that the take away is how do we market the program? Are there other industries out there like this (marijuana testing) that we should be following up with? They need assistance to discuss the sample collection in their contracts or regulations.

Tracy joined in 11:35am.

Justin opened up time for further discussion:

Nilda made the following comments:

- She would like to see NEFAP reach out to States/ABs so they are informed. FSMOs may decide to seek TNI lab accreditation and FSMO accreditation when the states start recognizing NEFAP.
- She would like to see FSMOs give presentations, video clips or make written statements as described above.
- She would like the list of accredited FSMOs to be more readily available. She receives inquiries where people want to know who is accredited. It is a voluntary program and some people don't think people want to volunteer

Justin noted that he has made some progress to convince clients to require NEFAP accreditation.

Justin asked that everyone continue to think of ideas to more effectively market the program. Ideas should be passed along to Ilona and Kim at this point.

6. New Business

1. Transition to the new standard as an action item for the next call. Justin has prepared a comparison between the old and new standard. He can give a brief talk on the transition status.
2. The Tulsa Meeting is the week of January 25, 2016.

7. Next Meeting

The next meeting of the NEFAP Executive Committee will be on October 9, 2015.

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

The meeting was adjourned at 11:46am Eastern. (Motion: Rich Second: Nilda
Unanimously approved.)

Attachment A

**Participants
TNI NEFAP Executive Committee**

Members	Affiliation	Balance	Contact Information	
Kim Watson (2017) (Chair) Absent	Stone Environmental, Inc	FSMO	(802)229-2196	kwatson@stone-env.com
Keith Greenaway (AB) (Vice-Chair) Absent	ACLASS	AB	(703)836-0025	keith.greenaway@aclasscorp.com
Doug Berg (AB) Tracy Present – 11:35	PJ Laboratory Accreditation, Inc.	AB	(248)709-0096	dberg@pjlabs.com douglasberg@gmail.com
Paul Bergeron (2016*) Absent	LELAP	AB	225-219-3185	Paul.bergeron@la.gov
Justin. Brown (2018) Present	EMT	FSMO	(847)324 3350	jbrown@emt.com
Troy Burrows (2017*) Present	STAC (Golden Specialty, Inc.)	AB	(281) 984-7021	TBurrows@goldenspecialty.com
Nilda Cox (2016*) Present	Eurofins Eaton Analytical Inc	Other	626-318-8517	nildacox@eurofinsus.com
Calista Daigle (2016) Absent	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: 11:26am	Florida DOH	AB	904-791-1574	Carl_kircher@doh.state.fl.us
Doug Leonard (AB) Absent	LAB	AB	260-637-2705	dleonard@l-a-b.com
Cheryl Morton (2018) Absent	AIHA	AB	703-846-0789	cmorton@aiha.org
Harry O’Neill (2018*) Present	Beacon Environmental Service, Inc.	FSMO	410-688-4762	Harry.ONeill@beacon-usa.com
Richard Rago (2018*) Present	Haley & Aldrich, Inc.	FSMO	617-719-6128	RRago@haleyaldrich.com
Lauren Smith (AB) Present	A2LA	AB	(301)644 3216	lsmith@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
81	Prepare NEFAP Timeline Agenda next month	Doug L.	4/22/13	4/22/13: It has been distributed and needs to be put on agenda for review. 5/29/14: Will be on June 2014 agenda. 4/10/15: Kim will add to next agenda.
106	Mobile Lab Issue – Subcommittee to begin work. 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. 6/12/13: Survey will go out this week. 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.
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	
159	Review how new members are added to	Ilona	4/30/15	

	Action Item	Who	Expected Completion	Actual Completion
	the Recognition Committee and find what the 4 year renewal date is.			
160	Receive additional recommendations from the Recognition Committee. Process recommendations.	Marlene All	2/19/15	4/10/15: May meeting.
164	Review White Paper.	Kim Justin	4/30/15	
168	Follow-up on invitations for NEFAP EC and Marketing/Advocacy Strategy Subcommittee.	Kim	5/1/15	Complete
172	Talk to Loretta about setting up a meeting.	TBD	TBD	
173	Distribute Charter with language changes to be reviewed.	Kim	9/25/15	

Attachment C

Backburner / Reminders – NEFAP Executive Committee

	Item	Meeting Reference	Comments
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	