

**NEFAP Executive Committee**  
**Meeting Summary**  
**February 13, 2017**

1. Roll call:

Kim Watson, Committee Chair, called the NEFAP Executive Committee meeting to order on February 13, 2017 by teleconference at 11 am Eastern. Attendance is included in Attachment A - there were 8 committee members present. Associate Members present: Marlene Moore and Kevin Holbrooks.

The meeting minutes from early January and the Houston meetings were distributed by email and reviewed by the committee.

Calista made a motion to approve the January 13, 2017 minutes as written. The motion was seconded by Justin and unanimously approved.

Calista made a motion to approve the Houston, TX meeting minutes, January 25, 2017, as written. The motion was seconded by Justin and unanimously approved.

2. Recap of Houston Meeting

Kim summarized highlights of the Houston Meeting (see meeting minutes dated 1/25/17).

3. Nomination Committee

Tracy has formed the committee with Lara Phelps (EPA) and Kevin Holbrooks (Chair, Field Activities Expert Committee). A NEWS item for nominations will be posted on the TNI website until March 10, 2017.

Elections will be held the end of March with new committee membership in place on April 1, 2017.

4. Strategic Planning Subcommittee

The subcommittee has been having some trouble planning a date for their next meeting. One last Doodle will be distributed.

Marlene noted that there is new information posted on the TNI website. You can now find the "Why NEFAP?" video.

## 5. Mobile Laboratory Subcommittee

Paul reported that he has been out. Justin prepared a DRAFT letter for the TNI Board that was commented on. Marlene would like to see the Scope expanded and Justin noted more information is needed. Paul will pull the subcommittee together.

The subcommittee does not think they can have the letter done by 3/6 to get it to the Board. They will instead complete it in March and get it to the TNI Board for their April meeting. Justin wants the extra time to get it right.

Kim will send Marlene's comments to the subcommittee and Paul will set up a meeting time to review the information and work towards a completion date of 4/7/17.

## 6. Charter

The Charter format has changed and Policy sent out instructions right before the Houston meeting. Policy will need all charters in May, but Kim would like it to be complete by April.

Kim will distribute the DRAFT Charter in early March with a goal to complete it during the March meeting.

## 7. SOP Review

Kim reviewed the General SOP (5-101) and thinks there are no changes. She would like to take SOPs 101, 102 and 104 and send a track changes version to the committee. Kim will send them to Ilona for distribution and tracking.

SOP 5-105 will be reviewed at the March meeting. Marlene has comments and suggestions that need to be discussed. The SOP can't be finalized until the PTP/NEFAP Workgroup finishes up their work on combining the PTP and NEFAP evaluations. The workgroup has been meeting and working through issues such as ISO 17011 training requirements, onsite versus online reviews of information, frequency of witnessing, etc ... Tracy noted that PJLA has their ILAC evaluation the week of June 5<sup>th</sup> and she is hoping the subcommittee will be finished with their work and that someone representing TNI may attend it.

SOP 5-103 is tabled by Policy at this time, but Ilona has asked for them to look at it again. Policy wanted to finalize the new thoughts on the structure of the TNI organization before they addressed what a NEFAP AB is.

## 8. Action Items

Action items can be viewed in Attachment B.

## 9. New Business

- The committee discussed a new monthly meeting date. Kim suggested changing the meeting to the first or third Wednesday of the month. The group agreed to a new meeting time of the first Wednesday of the month at 11am Eastern.
- Kim sent out the Internal Audit Checklist – Ilona will send out the cover letter that initially went out with the checklists. Justin has gone through it and thinks there are only a few questions that can be discussed at the March meeting.
- FAQs – Marlene updated this document for update on the website. She sent it out 1/6/17. Kim asked that everyone review it and send comments to Ilona so the update can be voted on at March meeting.
- Marlene wanted to remind everyone that the timelines prepared by Doug Leonard still need to be posted to the website. This will be considered as the Strategic Planning subcommittee updates the website.

## 10. Next Meeting

The next meeting of the NEFAP Executive Committee will be March 8, 2017 at 11am Eastern by teleconference.

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

The meeting was adjourned at 11:59 AM Eastern. Motion: Paul Second: Carl 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>   |
| Zaneta Popovska (AB)<br><b>Present – 11:30am</b>           | ANAB                               | AB             | (260)637-2705<br>c: 260-446-4807 | <a href="mailto:zpopovska@anab.org">zpopovska@anab.org</a>   |
| Doug Berg (AB)<br><b>Tracy – 11:42am</b>                   | PJ Laboratory Accreditation, Inc.  | AB             | (248)709-0096                    | <a href="mailto:dberg@pjlabs.com">dberg@pjlabs.com</a><br><a href="mailto:douglaslberg@gmail.com">douglaslberg@gmail.com</a>                               |
| Paul Bergeron (2016*)<br><b>Present</b>                    | LELAP                              | Other          | 225-219-3185                     | <a href="mailto:Paul.bergeron@la.gov">Paul.bergeron@la.gov</a>   |
| Justin Brown (2018)<br><b>Vice-Chair Present</b>           | EMT                                | FSMO           | (847)324 3350                    | <a href="mailto:jbrown@emt.com">jbrown@emt.com</a>   |
| Troy Burrows (2017*)<br><b>Absent</b>                      |                                    | Other          | (281) 984-7021                   | <a href="mailto:tburrows@yahoo.com">tburrows@yahoo.com</a>   |
| Nilda Cox (2016*)<br><b>Andora</b>                         | Eurofins Eaton Analytical Inc      | FSMO/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                   | <a href="mailto:john.gillette.1@us.af.mil">john.gillette.1@us.af.mil</a>   |
| Carl Kircher (2016*)<br><b>Present</b>                     | Florida DOH                        | Other          | 904-791-1574                     | <a href="mailto:Carl_kircher@doh.state.fl.us">Carl_kircher@doh.state.fl.us</a>   |
| Cheryl Morton (2018)<br><b>Present</b>                     | AIHA                               | Other          | 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>Absent</b>                      | Haley & Aldrich, Inc.              | FSMO           | 617-719-6128                     | <a href="mailto:RRago@haleyaldrich.com">RRago@haleyaldrich.com</a>   |
| Michelle Bradac (AB)<br><b>present</b>                     | A2LA                               | AB             | 301-644-3227                     | <a href="mailto:mbradac@A2LA.org">mbradac@A2LA.org</a>   |
| Janis La Roux (2018*)<br><b>Absent</b>                     | H&P Mobile Geochemistry, Inc.      | FSMO           | 619-933-2751                     | <a href="mailto:janis.laroux@handpmg.com">janis.laroux@handpmg.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   |
| 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 additional requirements are not being imposed and look for possible AB conflicts. | Doug Leonard   | <del>3/5/15</del><br>Tulsa Meeting | 12/11/15: Ilona will resend them to Doug so he can prepare comments by Tulsa.<br>SENT<br>REMINDER                       |
| 159 | Review how new members are added to the Recognition Committee and find what the 4 year renewal date is.  | Ilona          | May 2016                           | On hold until PTP/NEFAP Evaluation Workgroup completes its work.  |
| 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.<br>REMINDER<br>SENT |
| 164 | Review White Paper.  | Kim<br>Justin  | 4/30/15                            | 12/11/15: Justin will review it and send it to Kim working on for something in 2017.                                    |
| 172 | Talk to Loretta about setting up a meeting.  | TBD            | TBD                                | 12/11/15: Justin will reach out.  |

|     | <b>Action Item</b>   | <b>Who</b>          | <b>Expected Completion</b>                  | <b>Actual Completion</b>   |
|-----|--|---------------------|---|--|
| 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                                    | Complete   |
| 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. |  |
| 195 | Re-do "Why NEFAP?" videos.   | Kim, Justin         | As soon as possible.                        |  |
| 196 | Review the Charter Kim distributed and send her comments.  | All                 | TBD   |  |
| 197 | Respond to the TNI Board request for more information about the recommended Task Force.  | Paul, Kim           | 12/12/16 or TBD                             | To be completed by the January Board Meeting (1/11/17) 2/13: It will go sent to the Board for their April meeting. |
| 200 | Contact Harry about committee membership.  | Kim                 | 2/9/17                                      |  |
| 201 | Complete letter /proposal for the TNI Board and have NEFAP EC approve at April meeting.  | Paul/Justin/<br>Kim | 4/7/17                                      |  |
| 202 | Distribute DRAFT Charter to committee.   | Kim                 | 3/1/17                                      |  |
| 203 | Send copies of SOPs 5-101, 102 and 104 with track changes to Ilona to clean-up and distribute to the committee for review.                                   | Kim                 | 2/20/17                                     |  |
| 204 | Review the Internal Audit Checklist and get comments back to Ilona.  | All                 | 3/6/17                                      |  |

|  | <b>Action Item</b> | <b>Who</b> | <b>Expected<br/>Completion</b> | <b>Actual<br/>Completion</b> |
|--|--------------------|------------|--------------------------------|------------------------------|
|  |                    |            |                                |                              |
|  |                    |            |                                |                              |

**Attachment C**

**Backburner / Reminders – NEFAP Executive Committee**

|    | <b>Item</b>  | <b>Meeting Reference</b> | <b>Comments</b>   |
|----|--|--------------------------|---|
| 4  | Review Charter.  | October 2016             | New format presented in Jan 2017. Will start to set up new EC charter in that format. |
| 6  | Evaluate how to handle adding additional ABs. Impact on committee size.        | 8-6-12                   | ??? How and what is to be done here?  |
| 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                      | Training for FSMO or assessors?   |
|    |  |                          |   |
|    |  |                          |   |
|    |  |                          |   |
|    |  |                          |   |