

**NEFAP Executive Committee
Meeting Summary
June 21, 2017**

1. Roll call:

Justin Brown, Committee Chair, called the NEFAP Executive Committee meeting to order on June 21, 2017 by teleconference at 2pm Eastern. Attendance is included in Attachment A - there were 9 committee members present. Associate Members present: William Batschelet, Michael Miller, and Kevin Holbrooks

The minutes for the May meeting were reviewed. A motion was made by Shawn to approve the minutes from May 18, 2017 as written. The motion was seconded by Russell and unanimously approved.

2. Charter

The Charter was approved by the TNI Board of Directors.

3. SOPs

SOP 5-102:

There were a few comments from the Policy Committee that were addressed. The major change was in defining “abstentions”. They are not considered “no” votes.

A motion was made by Shawn to approve the SOP as updated and sent by email on 6-21-17. The motion was seconded by Russell:

Vote:

Geneva – Abstain (not familiar enough with material)

Russell - For

Shawn - For

Zaneta - For

Justin – For

Michelle - For

Seb – For

Carl – For

Janice - For

The motion passed and Ilona will resend a final version to the Policy Committee for finalization.

SOP 5-101 and 5-104 were previously distributed, but there was confusion on Draft versions. Ilona resent the final email to the committee during the meeting.

SOP 5-101:

SOP 5-101 was reviewed by the committee and there was no need to make any updates to this SOP.

A motion was made by Shawn to leave SOP 5-101 as is and make no updates to the current version. The motion was seconded by Russell and unanimously approved.

SOP 5-104:

Just reviewed all changes to this SOP with the committee:

Section 1 – Changes fine.

Section 4 - Update to Appeals definition is fine.

Section 5 –

5.1 – Header number added.

5.1.1 – A time frame is added for responding. No objections.

5.1.2 – No objection to changes.

5.1.3 - No objection to changes.

5.1.4 - Clarification on subcommittee – no objective. The repeated language was removed.

6.13 - Repeated language removed.

10.0 – No objections.

Carl motioned to approve SOP 5-104 as modified above. The motion was seconded by Russell and unanimously approved. Ilona will finalize the changes in the SOP and send it to Policy Committee for review.

SOP 5-105 will be reviewed when after the PTP/NEFAP Evaluation Workgroup completed the combined evaluation SOP.

Ilona will send Justin a NEFAP Policy document for review to see if it should now be considered obsolete.

4. NEMC Meeting:

During the last few face-to-face meetings we've had a regular working meeting. Justin would like to do something different. He would like to talk about why the Program is not taking off. What can we be doing?

There will be a brief update on NEFAP. He will include the Strategic Planning Subcommittee and then do a RoundTable. He asked everyone for ideas on how to facilitate this discussion. He will bring this up at the next meeting and ask for comments by email.

5. NEFAP/PTP Evaluation Update

Ilona sent an email to the Chairs of the committee asking about whether they would be open to having one recognition committee this round of evaluations instead of an individual recognition committee for PT Program and another for NEFAP. Having two recognition committees would mean that two separate evaluation reports would need to be prepared for each committee.

Justin shared this question with the committee and asked for input. The disadvantages are timing and no input from the lab recognition in this first round where a combined recognition is being formed.

As a member of the current NEFAP recognition committee, William was concerned that he now has to know everything about all the Standards – PT Program and NEFAP. Shawn noted that there will be experts for each Standard on the Recognition Committee.

Carl commented if it can be done in a timely manner, he is in favor of one recognition committee. There were no objections from the rest of the Committee.

The PTP/NEFAP Evaluation Workgroup is finalizing the DRAFT combined evaluation SOP this week and it will be sent to each Executive Committee for review. Updates will be made by the Workgroup and then a final version will come back to the Executive Committee for a vote.

If any concerns are thought of later, please let Ilona and Justin know.

6. Action Items

Action items can be viewed in Attachment B.

7. New Business

The committee missed looking at Jerry's NEFAP presentation sent by Ilona on 5/9/17. This needs to be added to an upcoming agenda.

Carl has joined the new Asbestos Expert Committee and this will make him about 30 minutes late to meetings since they meet on the same schedule.

8. Next Meeting

The next meeting of the NEFAP Executive Committee will be the third Wednesday of the month at 1pm Eastern, July 19, 2017. (*Addition: The meeting was postponed to July 26, 2017.*)

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

The meeting was adjourned at 2:06 PM Eastern. (Russell - motion, Shawn - second.
Unanimous approval.)

Attachment A

Participants TNI NEFAP Executive Committee

Members	Affiliation	Balance	Contact Information	
Justin Brown (2018) Chair Present	EMT	FSMO	(847)324 3350	jbrown@emt.com
Kirstin Daigle Vice-Chair Absent	Stone Environmental, Inc.	Other	802-778-0423	kdaigle@stone-env.com
Doug Berg (AB) Absent	PJ Laboratory Accreditation, Inc.	AB	(248)709-0096	dberg@pjlabs.com douglasberg@gmail.com
Paul Bergeron (2016*) Absent	LELAP	Other	225-219-3247	Paul.bergeron@la.gov
Michelle Bradac (AB) Present	A2LA	AB	301-644-3227	mbradac@A2LA.org
Nilda Cox (2016*) Absent	Eurofins Eaton Analytical Inc	FSMO/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) Present – 12:10	DOD	Other	(210) 395-8434	john.gillette.1@us.af.mil
Morgan Greenwald Absent	Cascade	FSMO	802-229-2197	mgreenwald@cascade-env.com
Shawn Kassner Present	Neptune and Company, Inc.	Other	303-981-2780	skassner@neptuneinc.org
Carl Kircher (2016*) Present – 1:30	Florida DOH	Other	904-791-1574	Carl_kircher@doh.state.fl.us
Janis La Roux (2018*) Present	H&P Mobile Geochemistry, Inc.	FSMO	619-933-2751	janis.laroux@handpmg.com
Cheryl Morton (2018) Geneva - Present	AIHA	Other	703-846-0789	cmorton@aiha.org
Harry O'Neill (2018*) Absent	Beacon Environmental Service, Inc.	FSMO	410-688-4762	Harry.ONeill@beacon-usa.com
Zaneta Popovska (AB) Present	ANAB	AB	(260)637-2705 c: 260-446-4807	zpopovska@anab.org
Richard Rago (2018*) Absent	Haley & Aldrich, Inc.	FSMO	617-719-6128	RRago@haleyaldrich.com
Russell Schindler (2020*) Present	SampleServe.com	FSMO	231-218-7955	schindler@sampleserve.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 Ilona forward by 5/2/17	4/10/15: Kim will follow-up on this. 12/11/15: Sent last week. 4/24/17 – Ilona will forward Jerry’s presentation for review to the committee.
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	On hold until PTP/NEFAP Evaluation Workgroup completes its work.
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

	Action Item	Who	Expected Completion	Actual Completion
				and send it to Kim working on for something in 2017. 4/24/17: Kim rewrote it and will send it to Justin for final review before sending to the committee.
172	Talk to Loretta about setting up a meeting.	TBD	TBD	12/11/15: Justin will reach out.
191	Check-in with members who have missed a number of meetings.	Kim	10/14/16	
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.	
195	Re-do "Why NEFAP?" videos.	Kim, Justin	As soon as possible.	
200	Contact Harry about committee membership.	Kim	2/9/17	
204	Review the Internal Audit Checklist and get comments back to Ilona.	All	3/6/17	In Progress – Need final SOPs
207	Call Zaneta and Michelle about need and process for testimonials.	Kim	5/2/17	
208	Contact new committee members after voting result is complete.	Justin	5/2/17	
209	Obtain new committee member votes on new committee leadership.	Ilona	5/2/17	Complete
211	Add SOP 5-105 review to upcoming agenda.	Justin	TBD	
212	Update Charter and vote.	Justin	6/1/17	Complete
213	Update SOP 5-102 and vote.	Ilona	6/1/17	Complete
214	Review SOPs 5-101 and 5-104 for	All	6/20/17	Complete

	Action Item	Who	Expected Completion	Actual Completion
	discussion in June.			
215	Establish set meeting day and time by email.	Justin	6/20/17	Complete
216	Distribute SOP 5-102 and 5-104 to Policy Committee.	Ilona	Prior to next meeting.	

Attachment C

Backburner / Reminders – NEFAP Executive Committee

	Item	Meeting Reference	Comments
4	Review Charter.	October 2017	
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	
11			