

NEFAP Executive Committee
Meeting Summary
January 7, 2016

1. Roll call:

Kim Watson, Committee Chair, called the NEFAP Executive Committee meeting to order on January 7, 2016 at 11:06 am Eastern by teleconference. Attendance is included in Attachment A - there were 8 committee members present. Associate Members: Marlene, William, and Mike Miller.

The minutes from the December meeting were reviewed. A motion was made by Nilda to approve the December 11, 2015 minutes with a correction to the date in the first paragraph and removal of Paul Bergeron's name as reporting on the Mobile Lab. The motion was seconded by Seb. Vote: For – 7 Against – 0 Abstain – 1 (Tracy – missed meeting.). The motion passed.

2. Mobile Laboratory Subcommittee

Paul asked by email if he should plan to call into the meeting in Tulsa in order to present the survey. Ilona will check to see if there is already a phone line in the room and otherwise use of a cell phone will be considered or another subcommittee member will present the results.

3. Strategic/Marketing Subcommittee

Marlene sent a summary of the work being done by the Strategic/Marketing Subcommittee – See Attachment D. The attachment includes a list of action items to get started on.

The document was sent to the NEFAP EC earlier, but Marlene has had no comments come in. The deadline for comments is Monday, 1-11-16.

Kim will use the final update from Marlene to prepare the presentation for Tulsa. She will send it out for comment to the NEFAP EC before she finalizes it. She will also have a copy of the final version of the implementation plan and it will be reviewed in Tulsa.

Comments:

Mike thinks manufacturers of field equipment should also be a target. Kim noted that they do have to write up SOPs for their equipment and perhaps this may be a tie in for NEFAP. Nilda found that this is already under Item #3 of the plan.

Kim commented that EPA contacts need to be compiled for the various regions. William thinks each region has a person overseeing the field activities. Lara may be able to help get the names. NEIC (National Enforcement and Investigation Center) also has a big field component.

It was noted that some forensic work is looking at accrediting samplers because they are under scrutiny. Perhaps NEFAP should reach out. Marlene noted these are individual certifications – not lab certifications. It is not coming from Region 2 – it is coming from the County.

Kim commented that she cannot defend her samplers in court with out the NEFAP accreditation.

Marlene noted that one of the things the subcommittee is looking at is pointing out the issues that are arising where poor sampling practices are now causing real problems that are in the news. We need to highlight these headlines where poor sampling causes problems. Include them on the website? Bad headlines can happen to any sampling organization. NEFAP will help prevent it.

People don't know NEFAP exists. We need to point out the need for NEFAP - Sell a quality assurance system.

Doug did go through the timeline. Please review and plan to vote on them in Tulsa.

4. NEFAP Timelines

Doug went through the timelines and Kim distributed them by email for review. She would like to finalize them in Tulsa.

Mike noted that one of them used the term lab instead of FSMO.

Nilda asked if the timelines will be added to one of the committee SOPs. This has not been decided, but Kim would agree that this should go in an SOP.

Tracy commented that the flow chart stops at the granting of the recognition. Should this be added? Tracy will put this comment in writing to Kim. What happens after the Recognition Committee gets the recommendation? This may be more detail than what was originally discussed for this flow chart.

5. New Business

- Kim noted that Stone Environmental – Field Services Group has just been sold to Cascade Technologies. Her company will not be as supportive of Kim's involvement in NEFAP in the future. The new company wants to hold onto all their accreditations.

Justin was asked about succession planning. A new chair and vice-chair may need to be put in place in early spring after the NEFAP EC elections.

The Nominating Committee Chair will be selected in Tulsa.

- Kevin Holbrooks is the new chair of the FAC. He needs to be added to the NEFAP EC meeting invitations. Justin will talk to him about this and Ilona will add him to the roster.
- L-A-B and ANAB have merged. Information can be found on their websites. Keith has let us know that there will only be one representative on the NEFAP EC. This will impact committee balance and planning for the next election.

6. Next Meeting

The next regular meeting of the NEFAP Executive Committee will be on February 12, 2016.

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

The meeting was adjourned at 12:17pm Eastern. (Motion: Carl Second: Nilda 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
Keith Greenaway (AB) (Vice-Chair) Absent	ACLASS	AB	(703)836-0025	keith.greenaway@aclasscorp.com
Doug Berg (AB) Tracy Present	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) Present	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
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*) 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
Lauren Smith (AB) Absent	A2LA	AB	(301)644 3216	lsmith@a2la.org
Janis Villarreal (2018*) Present	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	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. 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. 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. 12/11/15: Sent last week.
158	Review new FSMO Tool documents for issues with “should”, “shall”, confirm that	Doug Leonard	3/5/15 Tulsa Meeting	12/11/15: Ilona will resend them

	Action Item	Who	Expected Completion	Actual Completion
	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 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 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.
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.
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	Complete
181	Provide comments to Marlene on Strategic summary.	All	1/11/16	
182				
183				
184				

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	

Attachment D:

NEFAP Strategy Meeting – Document Draft with comments (Jan 4, 2016)

The NEFAP Strategy Sub-committee

Committee Members: Loretta Lehrman, EPA: Kim Watson, Stone Env.: Justin Brown, EMT:, Harry O’Neill, Beason: Tracy Szerszen, PJLA: Doug Leonard, ANAB: Michael Miller, Consultant: John Moorman, SFWMD: Paul Bergeron, LADEQ: Marlene Moore, ASI, Chair

Committee Goals:

1. Develop focused approach to marketing NEFAP by identifying target audience.
2. Determine method for educating environmental professionals about NEFAP.
3. Develop mechanism for implementation including identifying resources, responsibilities for implementation and monitoring the process.

1. Marketing Focus

- The following is the list of target audiences: (in order of priority)
 - FSMO
 - FSMO Trade groups
 - Data users - end data user
 - Labs
 - Industry
 - Municipalities
 - Engineering Firms: Design, Implement, Review Environmental Projects
 - EPA-National and Regional Offices
 - State Agencies (Environmental, Public Health, Others)
 - DoD
 - USGS
 - Other Federal Agencies
- Develop a list of potential FSMOs to apply for accreditation. ABA can help with development of contacts. Contact them with updates and information about the program by sending brochure or having webpage with information on accreditation process and reason clients may want accreditation. Brochure may not be best approach but web page maybe alternative.
- Need to explore trade groups that can push this to their vendors.
- Federal and state agencies develop materials to “sell” accredited FSMO in contracts and requirements.
- Industry, municipalities, engineering firms, data users need to determine media mechanisms

- Labs could be targeted with information to share with their clients and samplers.

2. Mediums (Mechanism(s) for distribution)

- TNI NEFAP website needs to have a page added just for marketing of NEFAP related activities and place any marketing information developed by NEFAP
- Vehicles to communicate include: YouTube, newsletters, presentations at conferences, brochures, interviews.
- Determine publications or websites that information should be presented.
- Post videos and webcasts on YouTube. Make them easy for people to get to. These can be short videos on specific things new FSMOs or people interested in requiring NEFAP can have access.
- Workshop developed with presentations from ABs, FSMOs, state and Data users
- Develop mailing list for NEFAP that is included in TNI and can target specific updates related to FSMOs
- Videos need to be short snippets to hold people's attention.
- Need to look at which conferences would allow us to have discounted booth space at relevant conferences - attendees man the booth.
- Our success rate for getting abstracts accepted is high. Need more people helping out with this. Need to get more people involved in doing the presentation. Also need to identify which conferences it make sense to participate in. Target
- Need to hear from the people that are accredited. We can do short interview sessions with out clients. Ilona commented that the video capability on phones has improved tremendously and she has used some of these types of short videos to produce marketing material for another organization. We can ask: Why is the accreditation important? How has it helped the organization? We could also ask for short written statements and put them on the website. Maybe have a page just dedicated to: Why NEFAP?
- Develop a list of potential FSMOs for application. Contact them with updates and information about the program.
- Getting NEFAP brochures into the hands of vendors - so they can make it available at conferences.
- Put together example emails that FSMOs or labs can send to their clients with links to information on the TNI website.
- Put tools into hands of FSMOs so they can encourage clients to require NEFAP. Could be online material they can email their clients.

3. Implementation

- TNI FAC maintains the list of presentations and opportunities in their meeting minutes. Determine if this listing can be more public on the TNI website under NEFAP.
- Establish group to coordinate, plan events and review/develop materials for advocacy. The group coordinates with the NEFAP EC and FAC and TNI staff for resources and

meeting implementation goals.

- The NEFAP EC evaluates the work of the group to determine the effectiveness of the advocacy on an annual basis.
- Collect contact information about FSMOs, ABs, Environmental engineering firms that attend TNI-FAC meetings and training
- Collect contact information about Manufacturers and distributors of Field Sampling and Measurement equipment. Especially those that exhibit and/or give papers at NEMC and other meetings about Field Sampling and Measurements
- Determine if State or EPA programs have developed or are in the process of developing field activities requirements or guidance. Summarize listing as a resource for FSMOs and encourage use of one set of requirements via TNI standards development process.

Committee Action Items

Item	Responsible	Date
Develop Plan	Committee	Jan 15, 2016
Presentation listing on TNI website (take from FAC minutes) Need Specs for William	Ilona T	TBD
Scared Straight Presentation Developed for NEMC – ½ day or 1 day needs to be determined Set-up to prepare Webcast or video	John M Ilona T	January 29 2016 abstract due
1 hr web presentation by FSMO on why accreditation is important (maybe several) Do <u>shorts</u> of people describing how their organization benefited from NEFAP and/or how they approached accreditation Ask each accredited FSMO to send a phone video of why they chose to pursue NEFAP and any benefits their organization has experienced from the accreditation. Send to Ilona.	Ilona T.	February 2016 Status
1 hr web presentation by ABs on why accreditation is important		
1 hr web presentation by EPA on FEM policy related to field activities		
1 hr web presentation by data user on ways determine competency		
Need website support	Kim/Ilona	
EPA status on acceptance of NEFAP Get names and contacts of Regional Offices that oversee field activities.	Marlene/Lara	
Develop focused web presentation of 0.5 hr		

for viewing to provide general information including relation to NELAP, ISO 9000 and ISO/IEC 17025		
Target specific industry/companies that contract out sampling and meet with them to update them about NEFAP and offer to help them write the requirement into the contract. They need to know time frame it takes a sampler to become accredited so they can put a time allowance into the contract for obtaining the accreditation.		
Promote use of accredited samplers in TNI lab standard (NELAP). Asbestos volume includes some requirements for sampling and others provide requirements when lab takes samples. Determine if other guidance documents are available for field sampling and measurements where suggestion for use of accredited FSMO can be added.		
Develop mailing list of FSMO	Tracy	Jan 2016
Brochure review <ul style="list-style-type: none"> • Current audience • Need for other target audience material in addition to web info 		
Include presentation, brochure, information piece of recent legal actions related to field activities to show how NEFAP helps detect improper practices. http://www.justice.gov/usao-nj/file/796986/download		