

**NEFAP Executive Committee  
Meeting Summary  
November 13, 2015**

1. Roll call:

Kim Watson, Committee Chair, called the NEFAP Executive Committee meeting to order on November 13, 2015 at 11:05 am Eastern by teleconference. Attendance is included in Attachment A - there were 11 committee members present. Michelle Bradick – A2LA will be attending meetings for Lauren Smith – A2LA. Associate Members: William Batschelet and John Moorman.

The October 9<sup>th</sup> minutes were reviewed. A motion was made by Paul to approve the October 9, 2015 minutes as sent by Ilona on 11-13-15 during the call. The motion was seconded by Troy. Vote: 6 – For, 0 – Against – 2 – Abstain (Justin and Doug abstained because they were not present). The motion passed.

Michelle Bradick noted that A2LA needs to know from an FSMO if they are seeking Louisiana accreditation in order to let them know they need the NEFAP accreditation.

2. Mobile Laboratory Subcommittee – Paul Bergeron

The committee met on 11/6/15. They are working on accessing the information from their survey. The program does a report, but the subcommittee needs to evaluate the report to see if it is sufficient. Kim wanted to recognize Shannon Swantek's work with Survey Monkey.

TCEQ and Florida are the only states that have granted secondary accreditation to a Mobile Laboratory.

Next Monday's NELAP AC meeting will include a discussion about which AB needs to maintain the LAMS database. There are some ABs looking at mobile labs only as a primary accreditation, so when secondary ABs also list them in the LAMS it can cause a problem.

Kim asked if it mattered where the mobile lab received their primary accreditation. In the recent examples, the labs happened to have primary accreditation in Louisiana. It should not matter who has the primary accreditation.

Ilona asked why there was a difference on how the LAMS database is handled between the mobile labs and a stationary lab. Apparently some states have not been listing Mobile Lab's in LAMS. The way it is currently being presented in LAMS causes some confusion. It is not clear who needs to keep up with the information. Any lab entered

into LAMs gets its own TNI number. If the Mobile Lab is being entered in more than once ... this causes confusion.

Kim noted their mobile lab has a separate TNI number and EPA number (for PT testing).

Paul will report back on this at the next meeting.

### 3. Strategic/Marketing Subcommittee

Iлона summarized some of the highlights from the subcommittee's last meeting.

- The subcommittee would like to work with John Moorman to develop a workshop for NEMC this summer that is similar to what he did in Florida. The workshop should be recorded and portions should be made available on the NEFAP website.
- NEFAP ABs are offering to assess for NEFAP when they are going into laboratories to do third party NELAP assessments. This is helping to expand the program.
- Looking at updates to the website to accommodate video clips, tools, and a calendar of NEFAP related presentations and events.
- Need to contact the right people in EPA to help support the Program. Marlene has reached out to Lara Phelps.
- The committee would like to start implementing some of things being discussed, but is aware that a formal plan still needs to be submitted to the NEFAP EC.

Justin wants to be sure that the formal plan does not get dropped in the process of implementing some of the initiatives. Iлона reminded everyone that we have to do a Program presentation in Tulsa and the plan will be needed by the end of the year.

John provided further data about the workshop and the plan to possibly give another workshop in Clearwater, FL.

Kim noted that the notes from the meetings need to be pulled together and prepared as a plan. This will help with the presentation in Tulsa. Iлона also reminded everyone that part of the reason to put the plan together is to also to determine what type of additional help is needed from TNI to move NEFAP forward.

Kim asked about what is needed to update the Attachmet B in the FAC minutes – summary of presentations being given across the country in support of NEFAP. The website needs further development. She would also like a list to be maintained of where brochures are being given out.

### 4. Implementation of the Standard

Justin prepared a comparison between the old and new Standard. It is not very user friendly – it is just a list of changes. All changes are listed – including grammatical

changes. Justin also noted that a copy of the Standard with “track changes” is also available. Send Justin an email if you would like either document.

Justin noted that there are not huge changes to the Standard.

Kim asked if any of the tools have been posted on the website. They have not. Justin also expressed concern about how long it took for the Standard to get posted on the website. Concerns need to be expressed again to IT and Jerry about how slow it is to get updates. A lot of what the committee wants to do in the future will be website intensive and we need to be sure IT updates happen in a timely manner.

Doug Leonard noted that both ISO 17011 and ISO 17025 are in the process of updates now. This update should be timed with the next Standard update. Justin commented that FAC plans to begin an update in 2017. He will confirm that this timing works with the ISO updates.

Tracy asked about how the transition to the new Standard should occur. Do certificates have to be updated to the 2014 immediately? Is it OK to update during the normal renewal cycle? Both Justin and Ilona thought the transition would occur during the normal cycle.

Tracy was trying to set-up reassessments to meet the April deadline.

Justin suggested that the NEFAP EC should set a policy. Perhaps there should be a deadline that all labs have been assessed to the new Standard. Doug expressed some concerns about being that detailed. This could be an issue in the future when the Standard is required by regulations that cannot change in time.

Paul asked when ABs need to be evaluated to the new Standard. Once all the new ABs have been recognized to the new Standard, then FSMOs should be accredited to the new Standard. Paul recommended surveying ABs to see if they have any agreements that could affect the transition dates. The committee plans to iron out all the details in Tulsa.

## 5. Conference in Alabama

Michelle will be doing a presentation in Alabama at the Stack Tester’s Conference in March. Her presentation is titled: Improving Data Defensibility Through Accreditation. This is only a 10 minute presentation, but she will be talking about NEFAP in this presentation.

Troy noted that the time slot will be 20 minutes this year. Michelle will forward a DRAFT of the presentation to the committee so additional information can be added if needed. Kim noted that there are DRAFT NEFAP presentations that can be forwarded to her to help in the preparation of her presentation. Kim will forward the presentation.

## 6. SOPs

The SOP updates will be discussed at the December meeting.

## 7. New Business

- Be prepared to discuss the Tulsa meeting during our December meeting.

## 8. Next Meeting

The next meeting of the NEFAP Executive Committee will be on December 11, 2015.

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

The meeting was adjourned at 12:08pm Eastern. (Motion: Paul Second: Michelle 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) (Chair) <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) (Vice-Chair) <b>Absent</b>	ACLASS	AB	(703)836-0025	<a href="mailto:keith.greenaway@aclasscorp.com">keith.greenaway@aclasscorp.com</a>
Doug Berg (AB) <b>Present - Tracy</b>	PJ Laboratory Accreditation, Inc.	AB	(248)709-0096	<a href="mailto:dberg@pjlabs.com">dberg@pjlabs.com</a> <a href="mailto:douglasberg@gmail.com">douglasberg@gmail.com</a>
Paul Bergeron (2016*) <b>Present</b>	LELAP	AB	225-219-3185	<a href="mailto:Paul.bergeron@la.gov">Paul.bergeron@la.gov</a>
Justin. Brown (2018) <b>Present</b>	EMT	FSMO	(847)324 3350	<a href="mailto:jbrown@emt.com">jbrown@emt.com</a>
Troy Burrows (2017*) <b>Present</b>	STAC (Golden Specialty, Inc.)	AB	(281) 984-7021	<a href="mailto:TBurrows@goldenspecialty.com">TBurrows@goldenspecialty.com</a>
Nilda Cox (2016*) <b>Present</b>	Eurofins Eaton Analytical Inc	Other	626-318-8517	<a href="mailto:nildacox@eurofinsus.com">nildacox@eurofinsus.com</a>
Calista Daigle (2016) <b>Absent</b>	Dade Moeller	FSMO	(225)485-2007	<a href="mailto:calista.daigle@gmail.com">calista.daigle@gmail.com</a> <a href="mailto:calista.daigle@moellerinc.com">calista.daigle@moellerinc.com</a>
Seb Gillette (2018) <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*) <b>Absent</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) <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) <b>Absent</b>	AIHA	AB	703-846-0789	<a href="mailto:cmorton@aiha.org">cmorton@aiha.org</a>
Harry O'Neill (2018*) <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*) <b>Absent</b>	Haley & Aldrich, Inc.	FSMO	617-719-6128	<a href="mailto:RRago@haleyaldrich.com">RRago@haleyaldrich.com</a>
Lauren Smith (AB) <b>Present – Michelle Bradick</b>	A2LA	AB	(301)644 3216	<a href="mailto:lsmith@a2la.org">lsmith@a2la.org</a>
Janis Villarreal (2018*) <b>Absent</b>	H&P Mobile Geochemistry, Inc.	FSMO	619-933-2751	<a href="mailto:janis.villarreal@handpmsg.com">janis.villarreal@handpmsg.com</a>
Iona Taunton (Program Administrator) <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  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	

	<b>Action Item</b>	<b>Who</b>	<b>Expected Completion</b>	<b>Actual Completion</b>
	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	
172	Talk to Loretta about setting up a meeting.	TBD	TBD	
174	Distribute completed Charter to TNI Board.	Ilona	10-13-15	Complete
175	Send an email to FAC and NEFAP EC about nominations for the Recognition Committee.	Ilona	11/12/15	Complete
176	Give A2LA a call to understand how the NEFAP accreditation fits in with the ISO 17025 and STAC (ASTM Standard) accreditation being offered.	Kim, Paul and Troy (Ilona)	11/12/15	Communication was by email instead. Close
177	Provide John Moorman with FSMO tools developed by the Tools Subcommittee.	Ilona	10/13/15	Complete
178	Send NEFAP Presentations to Michelle.	Kim	12/10/15	
179	Send Standard update documents to ABs (Tracy and Doug Leonard asked for them, but should probably send o all.)	Justin	12/10/15	

**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