

**NEFAP Executive Committee
Meeting Summary
February 12, 2016**

1. Roll call:

Kim Watson, Committee Chair, called the NEFAP Executive Committee meeting to order on February 12, 2016 by teleconference. Attendance is included in Attachment A - there were 9 committee members present. Associates: William, Mike Miller (joined in 11:24) and John Moorman.

The minutes from the January 7, 2016 minutes were reviewed and it was requested to spell out NEIC – National Enforcement and Investigation Center (NEIC). A motion was made by Paul to approve the January 7, 2016 minutes with the addition of NEIC. The motion was seconded by Calista and unanimously approved.

2. Mobile Laboratory Subcommittee

Mike Shepherd presented the information prepared by Paul Bergeron to summarize the work of this committee. He presented the information at the Tulsa, OK meeting.

Ilona was requested to review and forward any notes from previous minutes relevant to this subcommittee to Kim and Paul and forward the current scope to the committee. Kim would like to update the direction of this subcommittee at the March meeting.

(Added: Scope from April 2014:

The committee is in agreement the subcommittees scope includes:

The Mobile Laboratory subcommittee provides the following recommendations:

- 1. Charge the subcommittee with identifying the differences between NEFAP and NELAP implementation of the Standard with regard to mobile laboratory accreditation.*
- 2. Charge the subcommittee with identifying the differences between accreditation based on the TNI standard and accreditation based on the regulations of the states which require such accreditation.*
- 3. Charge the subcommittee with preparing a consensus definition of “mobile laboratories” for use by the NEFAP and other stakeholders.)*

Kim commented that the subcommittee has done a great job getting this topic talked about by the NELAP AC. There are now some secondary accreditations being offered by a couple of states.

Paul noted that Dan Hickman is working on how mobile labs are listed in LAMS and how the demographic information will be updated. Paul suggested that all mobile labs look at LAMS to be sure the information is correct. If it is not, the mobile lab should contact their AB. If there are still issues, contact Paul Bergeron and he will work with Dan Hickman to get it updated.

Paul also noted that Louisiana is possibly looking at a hiring freeze and major cutbacks due to financial deficits. This may have some effect on the Louisiana accreditation program. Paul commented that he thinks the new TNI Environmental Laboratory Standard Accreditation (NGAB) will be a benefit, but there is still the issue of Drinking Water.

3. Strategic/Marketing Subcommittee

The subcommittee has not met since the meeting in Tulsa. The committee endorsed the plan presented in Tulsa, but it still needs further development. Though it is an ongoing plan, the committee needs to discuss how the recommended items should be implemented. Will the subcommittee continue in order to assist with implementation or will other subcommittees be formed to take on specific tasks.

Marlene and John submitted an abstract to NEMC for a ½ day workshop. Ilona noted that it has been decided to do this workshop as part of the TNI scheduled part of the NEMC meeting. There are some issues with covering costs for the workshop that will be discussed at the next subcommittee meeting. Ilona noted the need to be conscious of our NEFAP budget. We no longer have the grant from EPA for the start-up of the committee.

4. Update on NEFAP AB

ANAB acquired LAB. In the acquisition, LAB has stayed intact and it is business as usual. Keith and Doug are working on harmonizing procedures and policies, but they expect it will be at least a year before LAB will transition to ANAB.

Zaneta Popovska will become the primary representative for ANAB on the NEFAP EC. LAB will be under ANAB's umbrella, but will continue to run their FSMO accreditation independently under the umbrella until the policies and procedures have been merged. There will only be one representative and back-up on the NEFAP EC and only one fee will be paid going forward. Matt Sica and Mike Shepherd will support Zaneta.

Impact of this change on membership is being reviewed by Kim as she updates the Nominating SOP (see below).

5. NEFAP EC Vice-Chair

Doug Leonard motioned to nominate Justin Brown at the Vice-Chair of the NEFAP EC. The motion was seconded by Paul Bergeron. Justin agreed to the nomination and it was unanimously approved.

6. Nomination Committee

Nominations can now be sent to both Cheryl and Ilona. Kim is working on the Nomination SOP and parts of this SOP will be used for the TNI announcement.

Kim plans to complete the SOP update and send it to Ilona for a quick review prior to the next meeting in March. There are now 3 ABs and this may change nomination procedures in order to achieve balance on the committee.

7. AB Timelines

The timelines were reviewed in Tulsa and the requested change was made by Kim – one Lab reference was changed to FSMO.

A motion was made by Doug Leonard to approve the timelines presented in Tulsa with the change made by Kim. The motion was seconded by Justin and unanimously approved.

Next steps: They should be added to the website in the AB section. The committee will look at how to incorporate them at the April meeting. Kim would also like to review the Evaluation SOP (SOP-105) in April and determine whether the timelines should be placed in the SOP. She is waiting for comments on SOP-105 from Marlene.

8. New Standard Implementation

There were not many changes to the Standard. Kim does not think it is necessary for the ABs to make many changes and she does not think implementation in April needs to be delayed. This will be further discussed during the March meeting after Kim contacts all ABs for input.

9. Action Items

See Attachment B.

10. New Business

- None.

11. Next Meeting

The next meeting of the NEFAP Executive Committee will be on March 11, 2016.

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

The meeting was adjourned at 11:59am Eastern. (Motion: Paul Second: Janis 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*) Present	LELAP	AB	225-219-3185	Paul.bergeron@la.gov
Justin. Brown (2018) Present	EMT	FSMO	(847)324 3350	jbrown@emt.com
Troy Burrows (2017*) Absent	STAC (Golden Specialty, Inc.)	AB	(281) 984-7021	TBurrows@goldenspecialty.com
Nilda Cox (2016*) Absent	Eurofins Eaton Analytical Inc	Other	626-318-8517	nildacox@eurofinsus.com
Calista Daigle (2016) Present	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	Florida DOH	AB	904-791-1574	Carl_kircher@doh.state.fl.us
Doug Leonard (AB) Present	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) Present - Michelle	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. COMPLETE
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.	Ongoing	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	Doug	3/5/15	12/11/15: Ilona

	Action Item	Who	Expected Completion	Actual Completion
	issues with “should”, “shall”, confirm that additional requirements are not being imposed and look for possible AB conflicts.	Leonard	Tulsa Meeting	will resend them 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.
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	Update Nomination SOP.	Kim	3/4/16	
182	Forward Scope of Mobile Laboratory Subcommittee.	Ilona	3/10/16	
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	