

**NEFAP Executive Committee
Meeting Summary
June 10, 2016**

1. Roll call:

Kim Watson, Committee Chair, called the NEFAP Executive Committee meeting to order on June 10, 2016 by teleconference at 3:05 pm Eastern. Attendance is included in Attachment A - there were 7 committee members present. Associates present: William Batschelet.

The minutes from the May 20, 2016 minutes were reviewed. A motion was made by Paul to approve the May 20, 2016 minutes with a correction to William's last name. The motion was seconded by Michelle and unanimously approved.

2. Nomination Committee

Cheryl has formed the nominating committee and has been receiving information from the current members who all plan to renew.

3. Strategic/Marketing Subcommittee

Marlene will be out for a number of months and so the committee met to discuss moving forward.

The subcommittee will plan to work on the website. Justin has started this effort and Ilona will help him. The goal will be to have much of the website updated before the Orange County meeting.

Ilona asked if Nilda can help with the marketing of the Workshop in Orange County. Nilda can help put the mailing list together. She knows labs with sampling capabilities. She also thought Paul Bergeron and Maria Friedman may also have some contacts.

4. Webinar

The Webinar Workshop is scheduled for next Monday. There are currently about 24 registrations - which includes a couple of group registrations. There should be about 40 people attending.

John Moorman gave an overview of the Webinar planned for Monday.

5. Orange County Workshop

Calista should be in Orange County, but Katy can't go so he needs someone from the FSMO perspective. Kim, Kevin Holbrook, Harry O'Neil, Craig Forbes and Justin may be able to help with this. Perhaps one can give the longer part of the presentation and then have others join in from other industry perspectives.

John may be able to help out with this workshop, but it is important to him that others learn how to do this presentation too. It needs to be repackaged as a stand alone presentation that people can do anywhere. Justin won't know for another couple of weeks whether he will make it to Orange County. Kim will be in Orange County. Justin, Ilona, John, and Kim will meet to finalize who will lead the training.

Kim asked who will be at the Orange County meeting:

Paul - No

Justin – 50/50

Zaneta – Not sure.

Nilda – Yes

Calista – Most likely

Carl – Yes

William – Yes

Kim - Yes

6. Mobile Laboratory Subcommittee.

Ilona sent the committee a copy of the current Scope for this subcommittee.

There was discussion about working on what is happening in the states.

Ilona asked if there is something else that needs to be done. There something in the Strategic Plan for TNI: Develop and implement a plan for treatment of mobile labs among NELAP ABs and between NELAP and NEFAP.

Ilona asked if this should be added to the subcommittee's Scope? Take off the items that are done and add this one.

Paul Bergeron commented that this may be difficult because NELAP has specific rules about every Mobile lab needing Primary accreditation.

Kim asked if perhaps there is a way for the Primary AB to accept the mobile lab with interim accreditation based on other accreditations so they can do the on-site when the mobile lab is in their State.

Primary focus of the subcommittee will now be collecting the State information.

Paul thinks another committee will be needed to work on Standard language. There may be a roll for non-NELAP ABs too. Justin supported Paul's thoughts – a possible ad hoc committee.

Nilda noted that the LAB Expert Committee may be a resource too.

Paul will get the group together a week before the next NEFAP EC meeting.

Kim and Paul will update the Scope and send it to the NEFAP EC by email to make changes.

7. Action Items

See Attachment B. Action items were reviewed and Ilona will send out some reminders.

8. New Business

- None.

9. Next Meeting

The next meeting of the NEFAP Executive Committee will be on July 8, 2016.
(Addition: The meeting was rescheduled for 7/15/16.)

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

The meeting was adjourned at 4:03 pm Eastern. (Motion: Paul 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
Zaneta Popovska (AB) Present.	ANAB	AB	(260)637-2705 c: 260-446-4807	zpopovska@l-a-b.com
Doug Berg (AB) Absent	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) Vice-Chair 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*) Present	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*) Absent	Florida DOH	AB	904-791-1574	Carl_kircher@doh.state.fl.us
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
Michelle Bradac (AB) Present	A2LA	AB	301-644-3227	mbradac@A2LA.org
Janis Villarreal (2018*) Absent	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
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 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	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.

	Action Item	Who	Expected Completion	Actual Completion
				REMINDER SENT
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.
187	Invite John Philips to send in an application for committee membership.	Tracy	6/9/16	
188	Send budget info to Strategy Subcommittee.	Kim	6/9/16	
189	Update Mobile Laboratory Scope	Kim, Paul	7/7/16	
190				

Attachment C

Backburner / Reminders – NEFAP Executive Committee

	Item	Meeting Reference	Comments
4	Review Charter.	October 2016	
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	