

NEFAP Executive Committee (NEFAP EC)
Meeting Summary
July 18, 2018

1. Roll call:

Kirstin Daigle, Chair, called the NEFAP Executive Committee to order on July 18, 2018 by teleconference at 1:04pm Eastern. Attendance is included in Attachment A - there were 9 NEFAP EC committee members present. Associate members present: Wiiliam B., Kevin Holbrooks and Marlene Moore.

Kirstin provided some background on NEFAP for the new Committee members. She also noted that Paul Bergeron was elected Chair of the Mobile Laboratory Task Force and Justin Brown has now stepped in as Chair of the Marketing/Strategic Planning Subcommittee.

Kirstin reviewed the agenda.

The meeting minutes for June were distributed by email for review. A motion was made by Paul to accept the June 27, 2018 minutes with a correction to adding the title of the SOP on Page 3. The motion was seconded Tracy and the minutes were unanimously approved.

2 Review of the Combined NEFAP/PTP Evaluation SOP (SOP 7-101)

On July 16th, Ilona distributed a copy of the updated Combined Evaluation SOP and a copy of the Policy Committees comments on the SOP with the addition of responses from the Combined Evaluation SOP Subcommittee.

Ilona reviewed the Policy Committee comments and showed, using Webex, what changes were made in response to the comments.

There was agreement with the changes made and the following changes and additions were also requested:

- Section 3 – Re-order sequentially.
- Section 5.1.7.2 – Add “(see Section 5.2) after LE.
- Section 5.2.2.9 – Correct reference to 5.4.2.
- Section 5.4.2 – Add “to”
- Section 5.5.1.9.3 – Delete this section because Recognition Committee is being used.

- Section 6.2.2.2.2 – Made it clear that renewed recognition after a recognition expires must include a new application.
- Section 6.2.4.5.3 – Make PDF only an example of an electronic format.
- Section 6.4.4 – Clarify it is the overall evaluation and not “on-site”.
- Section 6.6.3 – Clean-up language to make it easier to understand. Change to: The number of witness/observation evaluations scheduled is based on the volume and type of activity conducted by the AB. The EC, LE and Chair of the RC or designee provides the rationale for the selection of the number and type of organization assessment(s) to be performed as part of the evaluation of the AB.
- Section 6.7: Expand on what non-participation means. Clarify that the evaluator may not discuss evaluation information.
- Section 6.10.1: Clarify it must be objective evidence of correction.

Ilona will update the SOP with the requested changes and additions and submit them for review by the PTPEC. The PTPEC may have a few additions and changes too. Once all of these changes are made, the SOP will be sent back to the NEFAP EC for a final vote. A summary of changes will be provided with the SOP to make voting easier.

3. New Orleans Meeting in August

Kirstin reviewed the agenda for New Orleans. It will be a combined meeting with FAC.

There will be a special session on Wednesday afternoon to discuss the impact of the new ISO/IEC 17025:2017 on the Standard update that FAC is working on.

Not a lot of action has been done on the review of the strategic plan, but there may be new people there. This will be part of the discussion.

4. New Business

None

5. Action Items

Action items can be viewed in Attachment B.

6. Next Meeting

The next meeting is scheduled for August 9, 2018 (Thursday) in New Orleans, LA.

Action Items are included in Attachment B.

The meeting was adjourned at 2:33pm Eastern. (Motion: Paul Second: Nilda Unanimously approved.)

Attachment A

TNI NEFAP Executive Committee

Members	Affiliation	Balance	Contact Information
Kirstin Daigle (2020*) Chair Present	Stone Environmental, Inc.	FSMO/Lab	kdaigle@stone-env.com
Tracy Szerszen (AB) Vice-Chair Present	PJ Laboratory Accreditation, Inc.	AB	tszerszen@pjlabs.com
Paul Bergeron (2019) Present	LELAP	Other	Paul.bergeron@la.gov
Geneva Bowman (2021*) Absent	AIHA	Other	gbowman@aiha.org
Michelle Bradac (AB) Absent	A2LA	AB	mbradac@A2LA.org
Jeff Buystedt (2021*) Present	City of Bend Environmental Compliance	FSMO	jbuystedt@bendoregon.gov
Nilda Cox (2019) Present	Eurofins Eaton Analytical Inc	FSMO/Lab	nildacox@eurofinsus.com
Calista Daigle (2019) Absent	Dade Moeller	FSMO	calista.daigle@gmail.com calista.daigle@moellerinc.com
Jeremy Driver (2021*) Present	Alabamba Power Company	FSMO	jddriver@southernco.com
Jacob Gruzalski (2021*) Absent (Membership Pending)	Environmental Standards Inc./Vitale Scientific Associates, LLC	FSMO	gruzalski@envstd.com
Pamela Hamlett (2021*) Present	US Air Force	Other	pamela.hamlett@us.af.mil
Shawn Kassner (2020*) Absent	Neptune and Company, Inc.	Other	skassner@neptuneinc.org
Carl Kircher (2019) Absent	Florida DOH	Other	Carl_kircher@doh.state.fl.us
Keith Klemm (AB) Absent	ANAB d/b/a Laboratory Accreditation Bureau	AB	kklemm@anab.org
Janis La Roux (2021) Absent	H&P Mobile Geochemistry, Inc.	FSMO	janis.laroux@handpmsg.com
Norman Rodriguez-Iglesias (2021*) Present	EPA Region III	Other	rodriguez.norman@epa.gov
Russell Schindler (2020*) Present	SampleServe.com	FSMO	schindler@sampleserve.com
Ilona Taunton (Program Administrator) Present	The NELAC Institute		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 and send it to

	Action Item	Who	Expected Completion	Actual Completion
				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. 9/20: Kim will look for it and send to Kirstin.
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	
195	Re-do "Why NEFAP?" videos.	Kim, Justin	As soon as possible.	
200	Contact Harry about committee membership.	Kim	2/9/17	Expired. Harry will be moving off the committee next month.
207	Call Zaneta and Michelle about need and process for testimonials.	Kim	5/2/17	
211	Add SOP 5-105 review to upcoming agenda.	Justin	TBD	
217	Update Jerry's NEFAP presentation and send back to NEFAP EC for final approval as a template.	Justin	TBD	
221	Discuss with Advocacy the possibility of California using the NEFAP Standard for field and mobile lab accreditation.	Kirstin	10/17/17	
223	Update Strategic Plan document for review by committee.	Kirstin / Marlene / Ilona/Justin	10/17/17	Plan to review in November.
224	Contact possible Task Force members and confirm their desire to serve.	Paul, Justin, Kirstin	11/25/17 Postponed to	

	Action Item	Who	Expected Completion	Actual Completion
			January 2018	
226	Review NEFAP Evaluation SOP for updates based on SOP 7-101 Rev 0.	TBD	TBD	
227	Provide comments on the 2014 Standard to FAC.	TBD	TBD	
228	Check with Michelle on how many FSMOs are accredited by A2LA or are applying to A2LA.	Kirstin	1/19/18	
229	Share view on impact of Sampling on ISO/IEC 17025 update with Kevin Holbrooks (FAC, Chair).	Tracy	2/20/18	
230	Form task force and send recommendation to TNI Board.	Justin, Paul and Kirstin	2/28/18	
231	Finish review of NEFAP Evaluation SOP and propose update to committee.	Kirstin	2/20/18	Note: New language in combined SOP may eliminate the need for this SOP.
232	Review possible language to Combined Evaluation SOP and send comments to Ilona by Wed, 2-28-18.	All	2/28/17	
233	NEFAP ABs provide information on Standard comparison for addition in Attachment D of the minutes.	Keith, Tracy, Michelle	5/16/18	
234	Post Committee Membership Nominations for vote on the TNI website.	Ilona William	6/26/18	
235	Update SOP 5-103 with changes discussed on 5/30/18 and send to committee members for review and finalization at next meeting.	Justin	6/26/18	
236	Review information surrounding complaint and begin process of forming complaint subcommittee. Contact complainant with update.	Justin	6/10/18	

	Action Item	Who	Expected Completion	Actual Completion
237	Check with Nilda and Kirstin on Stakeholder group.	Justin	6/26/18	
238	Provide agenda comments to Jerry. Special meeting and NEFAP EC meeting.	Justin/Kirstin/Ilona	7/1/18	Complete
239	Get most current copy of DRAFT Scope Guidance Document from FAC.	Ilona	7/18/18	Complete
240	Finish up votes started at 6/27/18 meeting by email.	Ilona	7/18/18	Complete
241	Decide if final changes to SOP 5-103 are editorial.	All	7/18/18	In progress.

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	Form transition plan for implementation of new Field Standard when it is approved.	1/17/18	