

NEFAP Executive Committee
Meeting Summary
July 26, 2017

1. Roll call:

Justin Brown, Committee Chair, called the NEFAP Executive Committee meeting to order on July 26, 2017 by teleconference at noon Eastern. Attendance is included in Attachment A - there were 10 committee members present. Associate Members present: William Batschelet, Michael Miller, Kim Watson, Marlene Moore, John Moorman and Tyler Sullens.

The minutes for the June meeting were reviewed. A motion was made by Russell to approve the minutes from June 21, 2017 as written. The motion was seconded by Kirstin. Vote: For – 9 Against – 0 Abstain – 1 Nilda (she didn't attend the meeting and wanted to abstain). The motion passed.

2. Combined Evaluation SOP

Justin noted that the SOP is being worked on and a DRAFT will be coming to the committee for review. It should be available to start committee review in Washington, DC.

3. Jerry's Presentation Review - NEFAP

Jerry was asked to do a NEFAP presentation and had some comments on the template slides he was provided with. The thought is to review his presentation and to use this as a template that can be shared with others that are given an opportunity to present information on NEFAP.

There was discussion on whether to keep slides that summarize past quality issues related to field. Jerry had noted that it should be made clear that the accreditation does not guarantee no fraud. Others felt the slides may spark conversation that may be distracting because the accreditation does not guarantee that fraud can't happen.

Justin reminded everyone that the slides help people understand why NEFAP can be beneficial. The slides were intended to amplify the need for NEFAP and not to guarantee there will be no future fraud.

Kirstin commented it's a competency standard and not a regulatory program to prevent fraud.

Marlene noted that there is a push to look at field fraud. John added these slides to show what is happening out there and the accreditation could help a company avoid them. The quality system helps a lab get out of trouble.

Mike noted there is also a piece on Ethics training in the Standard.

John thinks most field organizations are starting at zero. They don't know why they want a quality system and the slides help them to answer that question.

Justin summarized that the slides are good, but they need to be presented in a different way. Justin would like to update the presentation and will ask the group to look at this presentation again.

4. Washington, DC Meeting

Justin plans to give a quick presentation on what strategic planning has done and then get some feedback. He is looking for input from the audience. Time permitting; the Combined Evaluation SOP will be looked at too. There was general agreement with this plan.

Justin would like to start with the feedback session and then work on the SOP for the remaining time. Ilona asked that the committee keep their regularly scheduled call in August too. There was agreement.

Justin asked people to start thinking about the discussion and come prepared with ideas.

5. Cannabis

The TNI Board discussed the Cannabis issues that had been raised about use of the NELAP and NEFAP logos and Standards. The TNI Board decided use of the logos and standards is acceptable.

Kim noted that the TNI logo is being used in PT catalogs. She will confirm and send an example to Ilona.

6. New Business

Kirstin was contacted about the AnalytiX Conference occurring in March 2018 in Miami. Speaker registration is \$1300 and local speaker registration is 799.00. She asked if anyone on the call is planning to go or knows anyone who is going. It is run by a global think-tank around the world. It is geared towards manufacturers of instrumentation. Focus of this conference is on faster and better technology. Kim Watson was invited to present a paper on Demonstration of Competency Using the NEFAP-TNI Accreditation Program for a FSMO.

Carl got an invitation to speak at this conference too. Carl has asked them if they would wave the fee. If they approve him, he would be happy to do a NEFAP presentation too. Kirstin will forward it to Justin, John Moorman and Marlene.

7. Action Items

Action items can be viewed in Attachment B.

8. Next Meeting

The next meeting of the NEFAP Executive Committee will be in Washington, DC on Thursday, 8-10-17. The committee will plan to meet again on August 16, 2017, the third Wednesday of the month, at 1pm Eastern. (*Addition: The meeting was postponed to August 30, 2017.*)

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

The meeting was adjourned at 12:55 PM Eastern. (Russell - motion, Carl - second. Unanimous approval.)

Attachment A

Participants TNI NEFAP Executive Committee

Members	Affiliation	Balance	Contact Information	
Justin Brown (2018) Chair Present	EMT	FSMO	(847)324 3350	jbrown@emt.com
Kirstin Daigle Vice-Chair Present	Stone Environmental, Inc.	Other	802-778-0423	kdaigle@stone-env.com
Doug Berg (AB) Present - Tracy	PJ Laboratory Accreditation, Inc.	AB	(248)709-0096	dberg@pjlabs.com douglasberg@gmail.com
Paul Bergeron (2016*) Absent	LELAP	Other	225-219-3247	Paul.bergeron@la.gov
Michelle Bradac (AB) Absent	A2LA	AB	301-644-3227	mbradac@A2LA.org
Nilda Cox (2016*) Present	Eurofins Eaton Analytical Inc	FSMO/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
Morgan Greenwald Absent	Cascade	FSMO	802-229-2197	mgreenwald@cascade-env.com
Shawn Kassner Absent	Neptune and Company, Inc.	Other	303-981-2780	skassner@neptuneinc.org
Carl Kircher (2016*) Present	Florida DOH	Other	904-791-1574	Carl_kircher@doh.state.fl.us
Janis La Roux (2018*) Present	H&P Mobile Geochemistry, Inc.	FSMO	619-933-2751	janis.laroux@handpmg.com
Cheryl Morton (2018) Present	AIHA	Other	703-846-0789	cmorton@aiha.org
Harry O'Neill (2018*) Absent	Beacon Environmental Service, Inc.	FSMO	410-688-4762	Harry.ONeill@beacon-usa.com
Zaneta Popovska (AB) Present	ANAB	AB	(260)637-2705 c: 260-446-4807	zpopovska@anab.org
Richard Rago (2018*) Absent	Haley & Aldrich, Inc.	FSMO	617-719-6128	RRago@haleyaldrich.com
Russell Schindler (2020*) Present	SampleServe.com	FSMO	231-218-7955	schindler@sampleserve.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
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

	Action Item	Who	Expected Completion	Actual Completion
				and send it to 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.
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	
194	Provide information about using the Field Standard beyond what is typically thought of as environmental (e.g., Food).	Tracy	Before next Strategic Subcommittee Meeting.	
195	Re-do “Why NEFAP?” videos.	Kim, Justin	As soon as possible.	
200	Contact Harry about committee membership.	Kim	2/9/17	
204	Review the Internal Audit Checklist and get comments back to Ilona.	All	3/6/17	In Progress – Need final SOPs
207	Call Zaneta and Michelle about need and process for testimonials.	Kim	5/2/17	
208	Contact new committee members after voting result is complete.	Justin	5/2/17	
211	Add SOP 5-105 review to upcoming agenda.	Justin	TBD	
216	Distribute SOP 5-102 and 5-104 to Policy Committee.	Ilona	Prior to next meeting.	
217	Update Jerry’s NEFAP presentation and send back to NEFAP EC for final approval as a template.	Justin	TBD	
218	Pass along information about AnalytiX Conference.	Kirstin	8/1/17	

	Action Item	Who	Expected Completion	Actual Completion

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			