

NEFAP Executive Committee
Meeting Summary
August 24, 2015

1. Roll call:

Kim Watson, Chair, called the NEFAP Executive Committee meeting to order on August 24, 2015 at 11 am Eastern by teleconference. Attendance is included in Attachment A - there were 11 committee members present. Associate Members: William Batschelet, John Moorman and Mike Miller.

Kim introduced the new members – Harry, Rich and Janis. She had each new member discuss why they wanted to work on this committee.

The minutes for June and July were reviewed. Kim highlighted the Strategic/Marketing Subcommittee formation. This subcommittee will have its first meeting in the next few weeks.

A motion was made by Lauren to approve the June 12, 2015 minutes. The motion was seconded by Paul and unanimously approved.

William Batschelet noted that he was in attendance in Chicago. (*Addition: The associates are usually not noted in the face-to-face meetings.*) Doug L. motioned to approve the July 16, 2015 minutes with a note to add William's name to the attendance information. The motion was seconded by Troy. There was one abstention (Paul) and all others voted in favor. The motion was approved.

2. Charter

Kim reviewed the changes made in Chicago. A line item still needs to be added for the mobile lab effort.

Paul suggested adding: Promote the expansion of mobile lab accreditation. Kim noted the measure of success could be recognition of NEFAP accreditation by NELAP ABs.

Kim will distribute the Charter for everyone to review and either finalize by email or at the next meeting.

Janis asked how the Mobile Lab Subcommittee relates to the NEFAP EC. Kim noted that as a mobile lab – she has to have NEFAP and NELAP accreditation.

3. SOPs

There are two SOPs the committee needs to be working on. The first is the nomination SOP where there is too much detail that reduces flexibility to have more FSMO participation on the committee. The second SOP is the Evaluation SOP. Marlene is going to recommend some changes to this SOP.

Discussion on these SOPs will be tabled until next month when Nilda and Marlene can be on the call.

4. Mobile Laboratory Subcommittee

Paul participated in an AB Assessors Forum teleconference on Friday where he presented "Assessing Mobile Labs". Anyone that would like a copy of this presentation should contact Paul.

There are some ABs that don't grant secondary accreditation to mobile labs. This undermines the entire concept of secondary accreditation. They require that each mobile lab that does work in their state must be a primary accredited lab. LDEQ had a break through in their state and had a mobile lab with LDEQ accreditation get secondary accreditation in Florida. Paul is hoping that states working with each other will improve the opportunity for mobile labs to start gaining secondary accreditation. The next hurdle will be to have the NELAP ABs begin accepting NEFAP accreditation for secondary accreditation. Paul thinks this is a long term goal.

Cheryl asked for additional clarification of how secondary accreditation works. The secondary state has to accept the assessment of the primary state. Some of the issues with secondary accreditation include:

- Some states have issues with scopes of accreditation. For example, LDEQ cannot accredit for DW. This is done by an other office in their state.
- Some states have regulations where an assessment is required when a mobile lab crosses their border.
- Some states cannot accept accreditation from a Non-Governmental AB (NGAB). NEFAP has NGAB ABs.

The hope is to make secondary accreditation available to mobile labs and to get ABs to expand their use of recognition. This is important as state agencies are seeing some of the funding decrease. Need to take advantage of resources that are available.

The Mobile Lab Subcommittee is making progress on the survey that is now available.

The EPA bulletin on criminal wrong doing included an article discussing two water samplers in Louisiana. They were falsifying logs during sampling. Months before Paul knew of any issues, they were sentenced to one year in prison. The sentence was

suspended, but they did pay fines. If they had been required to be NEFAP accredited, perhaps things like this would not have happened. It needs to be clear that sampling is taken seriously.

Kim encouraged all committee members to participate in the survey and send it around for others to participate in.

5. Strategy and Marketing Subcommittee

The first meeting is being planned. Notify Ilona if you did not get a Doodle invitation and you would like to participate in this first meeting.

6. New Business

None.

7. Next Meeting

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

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

The meeting was adjourned at noon Eastern. (Motion: Paul Second: Doug L. 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) Absent	EMT	FSMO	(847)324 3350	jbrown@emt.com
Troy Burrows (2017*) Present	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) 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
Carl Kircher (2016*) Absent	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) Present	AIHA	AB	703-846-0789	cmorton@aiha.org
Harry O'Neill (2018*) Present	Beacon Environmental Service, Inc.	FSMO	410-688-4762	Harry.ONeill@beacon-usa.com
Richard Rago (2018*) Present	Haley & Aldrich, Inc.	FSMO	617-719-6128	RRago@haleyaldrich.com
Lauren Smith (AB) Present	A2LA	AB	(301)644 3216	lsmith@a2la.org
Janis Villarreal (2018*) Present	H&P Mobile Geochemistry, Inc.	FSMO	619-933-2751	janis.villarreal@handpmsg.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 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	

	Action Item	Who	Expected Completion	Actual Completion
	the Recognition Committee and find what the 4 year renewal date is.			
160	Receive additional recommendations from the Recognition Committee. Process recommendations.	All	2/19/15	4/10/15: May meeting.
164	Review White Paper.	Kim Justin	4/30/15	
168	Follow-up on invitations for NEFAP EC and Marketing/Advocacy Strategy Subcommittee.	Kim	5/1/15	6/12: Subcommittee still being formed.
172	Talk to Loretta about setting up a meeting.	TBD	TBD	

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	