

**NEFAP Executive Committee**  
**Meeting Summary**  
**August 30, 2017**

1. Roll call:

Kirstin Daigle, Committee Vice-Chair, called the NEFAP Executive Committee meeting to order on August 30, 2017 by teleconference at 1pm Eastern. Attendance is included in Attachment A - there were 8 committee members present. Associate Members present: William Batschelet. Tracy.

The minutes for the July meeting were reviewed. A motion was made by Shawn to approve the minutes from July 26, 2017 as written. The motion was seconded by Russell. Vote: For – 7 Against – 0 Abstain – 1 Andora (she didn't attend the meeting and wanted to abstain). The motion passed.

The DC minutes will be reviewed by email or at the next meeting after Justin has a chance to add to them.

2. Combined Evaluation SOP

Ilona provided some background on the SOP and how the PTP is reviewing the SOP. PT needs to look at how they do their recognition and that is where we may find some changes in the next version of this SOP.

There was much discussion on the make-up of the evaluation team. Tracy had sent some comments that will be incorporated in the SOP. The size of the team really depends on the scope of the evaluation. It is envisioned that the Management Systems will be evaluated through a desktop procedure at a distance unless the Lead Evaluator feels an onsite is warranted. There will be an observation of an assessment and that will involve travel.

Ilona pointed out that the previous procedures required an evaluation team member with specific ISO 17011 training. That has changed – now TNI will be providing training to the evaluators.

Kirstin pointed out that the term on the TNRC was four years as is the term for the accreditation. It stays intact for the evaluation event and makes it easier if there are any scope changes that need to be evaluated during the 4 years.

What happens if a team member leaves ... how do you replace someone on the team? Need to add this to the SOP.

6.2.3 – Application Review. Kirstin commented. Needs work. Should just be Evaluation Coordinator doing the initial completeness check. Don't need middle man.

6.2.3 – Communication – Renewal. Who is responsible for communication in Initial Application? Doesn't seem specified.

The basic checklists for PT and NEFAP will not change, but a Workgroup subcommittee is looking at what checklists will be needed during the combined evaluation and how to make it user friendly.

Ilona highlighted that in a year we will be looking at combining the TNI Environmental Standard Recognition into the SOP.

The language in 6.7 and 6.8 is a bit clunky. Is their feedback immediate? Or at the end of the evaluation? The language needs to be cleaned up to make it clear. There is a closing conference and how this relates needs to be spelled out.

Tracy wanted to be sure there were no ABs on the TNRC. This should be specific in the procedure.

Ilona pointed out the differences between the TNRC that exists verses what we are developing now.

Additional Comments:

There were no additional comments. The overall process is good. The next step is to get final comments from everyone by Monday, 9-11-17.

Primary agenda will be to finish the SOP and working on the Strategic planning started in DC.

Ilona noted that Policy committee has gone through the last of the SOPs we sent for review.

### 3. New Business

Ilona noted that the Policy committee has gone through the last of the SOPs we sent for review. She will forward needed updates for review at a future meeting - perhaps in October?

### 4. Action Items

Action items can be viewed in Attachment B.

## 5. Next Meeting

The next meeting of the NEFAP Executive Committee will be on Wednesday, 9-20-17 at 1pm Eastern - the third Wednesday of the month. The primary agenda will be to finish the SOP and start working on the Strategic Planning started in DC.

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

The meeting was adjourned at 2:24 PM Eastern. (Russell - motion, Shawn - second. Unanimous approval.)

**Attachment A**

**Participants - 8  
TNI NEFAP Executive Committee**

<b>Members</b>	<b>Affiliation</b>	<b>Balance</b>	<b>Contact Information</b>	
Justin Brown (2018) <b>Chair</b> <b>Absent</b>	EMT	FSMO	(847)324 3350	<a href="mailto:jbrown@emt.com">jbrown@emt.com</a>
Kirstin Daigle Vice-Chair <b>Present</b>	Stone Environmental, Inc.	Other	802-778-0423	<a href="mailto:kdaigle@stone-env.com">kdaigle@stone-env.com</a>
Doug Berg (AB)  <b>Present</b>	PJ Laboratory Accreditation, Inc.	AB	(248)709-0096	<a href="mailto:dberg@pjlab.com">dberg@pjlab.com</a> <a href="mailto:douglasberg@gmail.com">douglasberg@gmail.com</a>
Paul Bergeron (2016*)  <b>Absent</b>	LELAP	Other	225-219-3247	<a href="mailto:Paul.bergeron@la.gov">Paul.bergeron@la.gov</a>
Michelle Bradac (AB)  <b>Absent</b>	A2LA	AB	301-644-3227	<a href="mailto:mbradac@A2LA.org">mbradac@A2LA.org</a>
Nilda Cox (2016*)  <b>Present - Andora</b>	Eurofins Eaton Analytical Inc	FSMO/Other	626-318-8517	<a href="mailto:nildacox@eurofinsus.com">nildacox@eurofinsus.com</a>
Calista Daigle (2016)  <b>Present</b>	Dade Moeller	FSMO	(225)485-2007	<a href="mailto:calista.daigle@gmail.com">calista.daigle@gmail.com</a> <a href="mailto:calista.daigle@moellerinc.com">calista.daigle@moellerinc.com</a>
Seb Gillette (2018)  <b>Absent</b>	DOD	Other	(210) 395-8434	<a href="mailto:john.gillette.1@us.af.mil">john.gillette.1@us.af.mil</a>
Morgan Greenwald  <b>Absent</b>	Cascade	FSMO	802-229-2197	<a href="mailto:mgreenwald@cascade-env.com">mgreenwald@cascade-env.com</a>
Shawn Kassner  <b>Present</b>	Neptune and Company, Inc.	Other	303-981-2780	<a href="mailto:skassner@neptuneinc.org">skassner@neptuneinc.org</a>
Carl Kircher (2016*)  <b>Present</b>	Florida DOH	Other	904-791-1574	<a href="mailto:Carl_kircher@doh.state.fl.us">Carl_kircher@doh.state.fl.us</a>
Janis La Roux (2018*)  <b>Absent</b>	H&P Mobile Geochemistry, Inc.	FSMO	619-933-2751	<a href="mailto:janis.laroux@handpmg.com">janis.laroux@handpmg.com</a>
Cheryl Morton (2018)  <b>Absent</b>	AIHA	Other	703-846-0789	<a href="mailto:cmorton@aiha.org">cmorton@aiha.org</a>
Harry O'Neill (2018*)  <b>Absent</b>	Beacon Environmental Service, Inc.	FSMO	410-688-4762	<a href="mailto:Harry.ONeill@beacon-usa.com">Harry.ONeill@beacon-usa.com</a>
Zaneta Popovska (AB)  <b>Present</b>	ANAB	AB	(260)637-2705 c: 260-446-4807	<a href="mailto:zpopovska@anab.org">zpopovska@anab.org</a>
Richard Rago (2018*)  <b>Absent</b>	Haley & Aldrich, Inc.	FSMO	617-719-6128	<a href="mailto:RRago@haleyaldrich.com">RRago@haleyaldrich.com</a>
Russell Schindler (2020*) <b>Present</b>	SampleServe.com	FSMO	231-218-7955	<a href="mailto:schindler@sampleserve.com">schindler@sampleserve.com</a>
Ilona Taunton (Program Administrator) <b>Present</b>	The NELAC Institute		(828)712-9242	<a href="mailto:tauntoni@msn.com">tauntoni@msn.com</a>

**Attachment B**  
**Action Items – NEFAP Executive Committee**

	<b>Action Item</b>	<b>Who</b>	<b>Expected Completion</b>	<b>Actual Completion</b>
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	<del>3/5/15</del> 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

	<b>Action Item</b>	<b>Who</b>	<b>Expected Completion</b>	<b>Actual Completion</b>
				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.	Complete
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.	Complete
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	Complete

	<b>Action Item</b>	<b>Who</b>	<b>Expected Completion</b>	<b>Actual Completion</b>
219	Get final comment on combined Evaluation SOP to Kirstin.	All	9/11/17	

**Attachment C**

**Backburner / Reminders – NEFAP Executive Committee**

	<b>Item</b>	<b>Meeting Reference</b>	<b>Comments</b>
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			