

**NEFAP Executive Committee (NEFAP EC)**  
**Meeting Summary**  
**September 19, 2018**

1. Roll call:

Tracy Szerszen, Vice-Chair, called the NEFAP Executive Committee to order on September 19, 2018 by teleconference at 1pm Eastern. Attendance is included in Attachment A - there were 11 NEFAP EC committee members present. Associate members present: Shannon Swantek (Chair, FAC).

The Chairs are reviewing the New Orleans meeting minutes and then they will be sent to the Committee for review and finalization at the next meeting.

2. Marketing/Strategic Planning Subcommittee

Carl commented that the group needs to get the people in continuous air emissions monitoring in the Clean Air Act involved. He thinks this something like this will jump-start NEFAP. Carl is interested in attending a few of the subcommittee meetings.

Michelle commented that she works with a lot of the Stack Testing firms at A2LA. She can help with this industry. Shawn noted that the Stack Testing community has their own accreditations happening using the ASTM Standard. Michelle said EPA Part 75 right now is only specifying the ASTM Standard or self-certification. She thinks the self-certification doesn't have enough teeth in it. She would like to see NEFAP used as an option, but this will be difficult to push until there is some sort of a requirement.

Shawn mentioned it would be good to give a presentation at the next Stack Testing Conference – The Source Evaluation Society. Michelle should be attending this meeting. She thought a panel discussion would be a great thing to set-up. She sometimes sits on a panel discussion set-up by one of her stack testing clients. She thinks the meeting is in March. Ilona commented that it sounds like something the committee should jump on soon. The conference is a week long, but Michelle does a reduced registration for one day.

Justin is not on the call, but he will be chairing this Subcommittee.

3. Review of New Orleans Meeting

Tracy shared the PPT slides from the New Orleans meeting by email. Ilona also shared a copy of the Action Items that came out of that meeting through Tracy.

Shannon noted that Marlene has completed the work on Section 4 of the Standard and this work will be kind of a template for how to work through the other sections of the Standard. She also commented that FAC will look at using Survey Monkey to ask for feedback on possible additions to the Standard.

Action Items from the New Orleans Meeting:

FAC:

- 1 Read NEFAP: 2014 and ISO/IEC 17025:2017
- 2 Discern added value to be included
  - Make a list
  - Prioritize Items
  - Start with Section 4 ISO/IEC 17025:2017 (Marlene)
  - Evaluate Section 4 at next FAC meeting and assign new sections
- 3 Seek Stakeholder Input for the new outline
  - Interview data user/engineering firms
  - AB survey current FSMO
    - What is value added?
- 4 Public Meeting/Webinar for Input
- 5 Read ISO 17011:2017
  - Plan Update w/ABs

NEFAP EC:

- 1 Revive Marketing/Strategic Planning Subcommittee

#### 4. Combined Evaluation SOP

Issues were raised during the PTPEC meeting in New Orleans regarding the appeals process and what the Executive Committee's vote means. A small group will meet with Alfredo and Jerry to discuss impact on the TNI organization. This group (Kirstin, Tracy, Maria, Stacie, Matt, Ilona, Jerry and Alfredo) is trying to pick a meeting time. Once this group meets the SOP will be updated and sent back to the Executive Committees for review and approval.

AB Evaluations

Ilona commented that Marlene is looking at the need for refresher training so we will be ready to get started on the evaluations when the SOP and application are complete. The evaluations will be based on the 2014 Standard.

AB Application

Tracy and Maria are working on this. She will reach out to Maria.

#### 5. Task Force

Paul provided an update. The Task Force reviewed the work of the Mobile Laboratory subcommittee, in particular the 2014 and 2016 presentations, plus a draft of proposed language for future use in the Standard(s). Each participant in the teleconference stated his or her positions on prospects for secondary accreditation of mobile laboratories,

expansion of accreditation for field accreditation activities based on ISO/IEC 17025:2017, and unifying the environmental laboratory and field sampling and measurement organization sectors.

## 6. New Business

Kirstin, Tracy and Ilona need to meet outside of the meeting to review the action items.

## 7. Action Items

Action items can be viewed in Attachment B.

## 8. Next Meeting

The next meeting is scheduled for October 17<sup>th</sup> at 1pm Eastern. (*Addition: The meeting was rescheduled to 10/24/18.*)

Action Items are included in Attachment B.

The meeting was adjourned at 1:45pm Eastern. (Motion: Paul Second: Russell Unanimously approved.)

## Attachment A

### TNI NEFAP Executive Committee

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

**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 and send it to

	<b>Action Item</b>	<b>Who</b>	<b>Expected Completion</b>	<b>Actual Completion</b>
				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	<del>11/25/17</del> Postponed to	

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

	<b>Action Item</b>	<b>Who</b>	<b>Expected Completion</b>	<b>Actual Completion</b>
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	
239	Get most current copy of DRAFT Scope Guidance Document from FAC.	Ilona	7/18/18	
240	Finish up votes started at 6/27/18 meeting by email.	Ilona	7/18/18	
241	Decide if final changes to SOP 5-103 are editorial.	All	7/18/18	
242	Prepare Summary of comments on the FAC Scope Guidance Document and send to Committee for Review	Kirstin	Before next FAC meeting.	
243	Present Scope Guidance Document comments to FAC.	Kirstin	Next FAC meeting.	
244	Revive Marketing/Strategic Planning Subcommittee	Justin	TBD	



**Attachment C**

**Backburner / Reminders – NEFAP Executive Committee**

	<b>Item</b>	<b>Meeting Reference</b>	<b>Comments</b>
4	Review Charter.	October 2018	
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	