

**NEFAP Executive Committee (NEFAP EC) /
Field Activities Committee (FAC)
Meeting Summary
January 23, 2018**

1. Roll call:

Kirstin Diagle, NEFAP EC Committee Vice-Chair, and Kevin Holbrooks, FAC Chair, called the NEFAP Executive Committee and FAC meeting to order on January 23, 2018 in Albuquerque, NM at 3:30pm Central. Attendance is included in Attachment A - there were 5 NEFAP EC committee members present and 2 by phone. There were 2 FAC members present.

2. FAC Business (Facilitated by Kevin)

2014 TNI Field Standard Review and ISO/IEC 17025 Update:

Comments:

- Carl noted that ISO/IEC 17025 is applicable to the TNI Field Standard. Sampling is performed where subsequent testing will be involved.
- The Standard could add Modules for specific types of testing or technologies. This would allow more specific requirements to be included in the Standard.
- It was asked if the Standard needs to be made more flexible to other media?
- Is there a conflict between NELAP and NEFAP with the additional information included in the Sampling section in the new ISO/IEC 17025:2017? The committee needs to spend time understanding what the issues are.
- A joint meeting should be planned with QS and LASEC.
- Kevin (Chair, FAC) will begin attending NEFAP EC meetings so the committees can work closely as the Standard is updated.
- There could be a Demonstration of Capability (DOC) approach in sampling. There should be documentation of the ability to sample according to the method or SOP.
- The guidance on Scope of Accreditation is still under review in the FAC. It is a higher level view compared to NELAP. Once the FAC completes its review it will be shared with the Policy committee.

- Paul would like to see a more detailed FSMO scope of accreditation to facilitate recognition by state-based accreditation bodies (ABs).

3. NEFAP EC Business (Facilitated by Kirstin)

- The committee is accepting nominations for committee membership. It will hold an election in March. There will be 3 FSMOs and 2 Others rotating off. The new members will begin work in April 2018. New committee members can be from the same organization a current rotating off member is from.
- Paul and Kirstin will begin reaching out to potential Task Force members in February.
- The NEFAP EC will begin reviewing the last version of the NEFAP Marketing/Strategic Plan and updating it as needed. Justin and Shawn will be working with the NEFAP Marketing/Strategic Planning Subcommittee. One topic of discussion will be exploring the possibility of NEFAP expanding beyond environmental. Another topic will be preparing a document comparing ISO/IEC 17025 accreditation versus the TNI Field Standard.
- The committee began work on the NEFAP Evaluation SOP. The committee plans to review this SOP to determine whether a Program Evaluation/Recognition SOP is needed or if the combined Evaluation SOP can stand alone and be used.
 - Scott Hoatson questioned the need for the Recognition Committee or is this another layer of bureaucracy? The differences between the Governmental AB and Non-Governmental AB needs was reviewed to answer this question.
 - Comments While Reviewing Current Program Evaluation SOP:
 - Section 1 – Remove last paragraph.
 - Section 2 – Delete wording. Review after the SOP is done and include only information that is left in the SOP.
 - Section 3 – Review once other sections are complete.
 - Section 4 – Review once other sections are complete.
 - Section 5 – Delete. Refer to SOP 7-101 (Combined Evaluation SOP)
 - Section 6 – Delete 6.1 – 6.10. Refer to SOP 7-101. Section 6. 11 could discuss recognition process once the recommendation is submitted to the NEFAP EC. It would include issuance of the certificate of recognition. The recognition committee has reviewed that the evaluation team has followed procedure and the EC is reviewing whether the RC has followed procedure and whether they accept or reject the decision.
 - Kirstin will continue to review the SOP and propose an update at the next NEFAP EC meeting.

4. New Business

- None

5. Action Items

Action items can be viewed in Attachment B.

6. Next Meeting

The next meeting of the NEFAP Executive Committee will be on Wednesday, 2-21-18, at 1pm Eastern by teleconference.

Action Items are included in Attachment B. These action items will be transferred to each committees Action Item table in their February minutes.

The meeting was adjourned at 5pm Central.

Attachment A

TNI NEFAP Executive Committee

Members	Affiliation	Balance	Contact Information	
Justin Brown (2018) Chair Present - Phone	EMT	FSMO	(847)324 3350	jbrown@emt.com
Kirstin Daigle (2020*) Vice-Chair Present	Stone Environmental, Inc.	Other	802-778-0423	kdaigle@stone-env.com
Doug Berg (AB) Present	PJ Laboratory Accreditation, Inc.	AB	(248)709-0096	dberg@pjlabs.com douglasberg@gmail.com
Paul Bergeron (2019) Present - Phone	LELAP	Other	225-219-3247	Paul.bergeron@la.gov
Michelle Bradac (AB) Absent	A2LA	AB	301-644-3227	mbradac@A2LA.org
Nilda Cox (2019) Present	Eurofins Eaton Analytical Inc	FSMO/Other	626-318-8517	nildacox@eurofinsus.com
Calista Daigle (2019) Present	Dade Moeller	FSMO	(225)485-2007	calista.daigle@gmail.com calista.daigle@moellerinc.com
Seb Gillette (2018) Absent	DOD	Other	(210) 395-8434	john.gillette.1@us.af.mil
Morgan Greenwald (2020*) Absent	Cascade	FSMO	802-229-2197	mgreenwald@cascade-env.com
Shawn Kassner (2020*) Absent	Neptune and Company, Inc.	Other	303-981-2780	skassner@neptuneinc.org
Carl Kircher (2019) Present	Florida DOH	Other	904-791-1574	Carl_kircher@doh.state.fl.us
Janis La Roux (2018*) Absent	H&P Mobile Geochemistry, Inc.	FSMO	619-933-2751	janis.laroux@handpmg.com
Cheryl Morton (2018) Absent	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) Absent	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*) Absent	SampleServe.com	FSMO	231-218-7955	schindler@sampleserve.com
Ilona Taunton (Program Administrator) Present	The NELAC Institute		(828)712-9242	tauntoni@msn.com

Participants
TNI Field Activities Committee

Members	Term Expires	Affiliation	Balance	Contact Information	
Kevin Holbrooks (Chair) Present	2020	Jacksonville Electric Authority	Other	904-537-6948	holbke@jea.com
Larry Duty (Vice-Chair) Absent	2018*	E-Lab Consultants	Other	(832)364-0173	lduty@e-labdc.com
Andora Nguyen Absent	2019*	Eurofins Eaton Analytical	Other	(626) 386- 1159	AndoraNguyen@eurofinsUS.com
Bennett Osborne Absent	2020*	Lab Test	Other	509-575-3999	Vws155@gmail.com
Christina Perez Absent	2020*	HRSD	FSMO	757-460-7044	cperez@HRSD.com
Doug Berg Present	2020*	PJLA	AB		berg@pjlabs.com
Harry O'Neill Absent	2018*	Beacon Environmental Services, Inc.	FSMO	(410) 838-8780 Ext. 113	Harry.ONeill@Beacon-usa.com
Kyle Flowers Absent	2020*	Catalyst Air Management, Inc.	FSMO	334-303-0119	Kyle.flowers@catalystair.com
Michelle Bradac Absent	2020*	A2LA	AB	301-644-3227	mbradac@a2la.org
Mike Shepherd Absent	2018	L-A-B (Shepherd Technical Services)	AB	512-970-6789	mike@sheptechserv.com
Scott Haas Absent	2019*	Environmental Testing, Inc.	FSMO	405-488-2400	shaas@etilab.com
Shannon Swantek Absent	2020	ESI	Other	831-295-1887	sswantek@envstd.com
Tom Martins Absent	2020	NYCEP	FSMO	(914) 345-4980	martinst@dep.nyc.gov
Troy Burrows Absent	2018		AB	(800) 429-8445	tburrows@yahoo.com
Ilona Taunton (Program Administrator) Present		The NELAC Institute		(828)712-9242	Ilona.taunton@nelac-institute.org

