

**NEFAP Executive Committee (NEFAP EC)  
Field Activities Expert Committee (FAC)**

**Meeting Summary  
August 9, 2016**

1. Roll call:

Kim Watson, NEFAP EC Chair, and Kevin Holbrooks, FAC Chair, called the combined meeting of the NEFAP EC and FAC to order on August 9, 2016 in Orange County, CA at 1pm Pacific. Attendance is included in Attachment A - there were 9 NEFAP EC committee members present and 5 FAC members present. NEFAP EC Associates present: William Batschelet and John Moorman.

The July meeting minutes will be reviewed by each committee during the next regularly scheduled teleconference.

2. NEFAP EC Overview

Kim provided an overview of the committee's mission, membership and activities (see Presentation in Attachment B.)

Kim expanded on the following topics:

Mobile Lab Subcommittee

There have been some issues with mobile labs receiving secondary accreditation and confusion on how mobile labs work with NEFAP and NELAP. This subcommittee started by developing a survey to understand mobile lab issues. Kim just received a report from Paul Bergeron, Subcommittee Chair, in the form of meeting minutes. These minutes have been posted on the NEFAP EC website. He feels the charge of this subcommittee has been completed and recommends that a TNI Task Force (or some similar type of committee) be formed to complete the work started in response to TNI's Strategic Plan that stated: *Develop and implement a plan for treatment of mobile labs among NELAP ABs and between NELAP and NEFAP*. Paul and Kim are working on a formal request to the TNI Board.

Strategic/Marketing Subcommittee

Justin will step in as Chair of this subcommittee in Marlene Moore's absence.

NEFAP is well known in the community of people that attend TNI meetings, but it is not known in the greater field community. This subcommittee is working on ideas on how to change this. A number of the mediums that will be used to get the word out will require an update of the NEFAP website. Justin worked on a website outline that he will be sharing with the subcommittee, NEFAP EC and FAC.

#### NEFAP EC Nominations

The voting results for the 2016 Elections were presented. Carl Kircher, Calista Daigle, Nilda Cox and Paul Bergeron were all voted back onto the committee for a second term.

### 3. FAC Overview

Kevin provided an overview of the committee (see Presentation in Attachment C). He expanded on the following topics:

#### Scope of Accreditation Subcommittee

Field scopes are not as standardized as labs, so a guidance document is being developed. The committee has started meeting. Dropbox is being used to develop the document and it is thought to have experts work on the various parts of the scope.

#### ANSI

FAC plans to have all information submitted for this accreditation in November.

#### Tools Subcommittee

Justin provided some history of where this subcommittee started and what its mission is (see Attachment C). He also described the tools that have already been developed.

The subcommittee would like to see a call facilitated every month to talk about accreditation issues with FSMOs.

#### ISO 17025 Update – Carl Kircher

ISO 17011 is also being updated. Both standards are under major revision.

Section 1	Scope
Section 2	Normative References
Section 3	Terms and definitions
<b>Section 4</b>	<b>General Requirements</b> – Ensure impartiality. Confidentiality. Risk assessments.
<b>Section 5</b>	<b>Structural Requirements</b> – What is the structure of your organization?
<b>Section 6</b>	<b>Resource Requirements</b> – What is available to the unit. Management structure. Analysts. Equipment. Etc ....

**Section 7      Technical Requirements** – What kind of measurements are done? How is it reported out?

**Section 8      Management System Requirements** – Lots of quality management system information that most are familiar with. It is similar to ISO 9001.

Sections 4-8 used to be just Management System Requirements and Technical Requirements.

*(Addition: Carl noted during minute review that the section numbering for ISO 17011 is slightly different from ISO 17025. Section 7 is Process Requirements, Section 8 is Information Requirements and Section 9 is Management System Requirements.)*

There have been numerous comments in the process of updating these standards. Double sided comments were about 3” thick.

ISO 17025 Draft International Standard (DIS) is expected in Spring 2017. ISO 17011 is moving forward quicker.

There is some question about how to handle the 9001 Option that will be in the Standard.

There is also a question about whether sampling fits under ISO 17025. Carl thinks it will be clarified in terms and definitions.

The committee discussed when the review of the 2014 TNI Field Standard should start based on the information provided by Carl and ABs in attendance. Some thought the review should start when the Final Draft comes out. Ilona asked if the committee should get started now on some of the more challenging topics we know are ahead: PT and Mobile Labs. ‘

Doug Berg thinks the earlier Draft Standard would be an acceptable time to start working on the details of the standard. DIS vs. FDIS. There really shouldn’t be too big a change between the two.

This will be further discussed in the September teleconference, but there was general agreement that the committee should start looking at topics like PT and Mobile Labs sooner.

#### 4. FSMO Workshop

John Moorman gave an introductory presentation to give people an idea of what will be covered in the FSMO workshop tomorrow afternoon (see Attachment D).

#### 5. Next Meeting

The next meeting of the NEFAP Executive Committee will be by teleconference on Friday, 9-9-16 at 11am Eastern. The next meeting for the FAC will be by teleconference on Tuesday, 9-20-16 at 11am Eastern.

The meeting was adjourned at 2:45pm Pacific.

## Attachment A

### Participants TNI NEFAP Executive Committee

Members	Affiliation	Balance	Contact Information	
Kim Watson (2017) (Chair) <b>Present</b>	Stone Environmental, Inc	FSMO	(802)229-2196	<a href="mailto:kwatson@stone-env.com">kwatson@stone-env.com</a>
Zaneta Popovska (AB) <b>Present</b>	ANAB	AB	(260)637-2705 c: 260-446-4807	<a href="mailto:zpopovska@l-a-b.com">zpopovska@l-a-b.com</a>
Doug Berg (AB) <b>Present</b>	PJ Laboratory Accreditation, Inc.	AB	(248)709-0096	<a href="mailto:dberg@pjlabs.com">dberg@pjlabs.com</a> <a href="mailto:douglaslberg@gmail.com">douglaslberg@gmail.com</a>
Paul Bergeron (2019) <b>Absent</b>	LELAP	AB	225-219-3185	<a href="mailto:Paul.bergeron@la.gov">Paul.bergeron@la.gov</a>
Justin Brown (2018) <b>Vice-Chair Present</b>	EMT	FSMO	(847)324 3350	<a href="mailto:jbrown@emt.com">jbrown@emt.com</a>
Troy Burrows (2017*) <b>Absent</b>	STAC (Golden Specialty, Inc.)	AB	(281) 984-7021	<a href="mailto:TBurrows@goldenspecialty.com">TBurrows@goldenspecialty.com</a>
Nilda Cox (2019) <b>Present</b>	Eurofins Eaton Analytical Inc	Other	626-318-8517	<a href="mailto:nildacox@eurofinsus.com">nildacox@eurofinsus.com</a>
Calista Daigle (2019) <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>
Carl Kircher (2019) <b>Present</b>	Florida DOH	AB	904-791-1574	<a href="mailto:Carl_kircher@doh.state.fl.us">Carl_kircher@doh.state.fl.us</a>
Cheryl Morton (2018) <b>Present</b>	AIHA	AB	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>
Richard Rago (2018*) <b>Absent</b>	Haley & Aldrich, Inc.	FSMO	617-719-6128	<a href="mailto:RRago@haleyaldrich.com">RRago@haleyaldrich.com</a>
Michelle Bradac (AB) <b>Absent</b>	A2LA	AB	301-644-3227	<a href="mailto:mbradac@A2LA.org">mbradac@A2LA.org</a>
Janis Villarreal (2018*) <b>Present</b>	H&P Mobile Geochemistry, Inc.	FSMO	619-933-2751	<a href="mailto:janis.villarreal@handpmg.com">janis.villarreal@handpmg.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>

**Participants**  
**TNI Field Activities Committee**

<b>Members</b>	<b>Affiliation</b>	<b>Balance</b>	<b>Contact Information</b>	
Kevin Holbrooks (Chair) <b>Present</b>	Jacksonville Electric Authority	Other	904-537-6948	<a href="mailto:holbke@jea.com">holbke@jea.com</a>
Troy Burrows <b>Absent</b>	STAC (Golden Specialty)	AB	(800) 429-8445	tburrows@goldenspecialty.com
Maggie Cangro <b>Absent</b>	Catalyst Air Management, Inc.	FSMO	(813)994-5880	<a href="mailto:maggie.cangro@catalystair.com">maggie.cangro@catalystair.com</a>
Andora Nguyen <b>Present</b>	Eurofins Eaton Analytical	Other	(626) 386- 1159	AndoraNguyen@eurofinsUS.com
Larry Duty (Vice-Chair) <b>Absent</b>	E-Lab Consultants	Other	(832)364-0173	<a href="mailto:lduty@e-labdc.com">lduty@e-labdc.com</a>
Craig Forbes <b>Present</b>	HRSD-Pretreatment & Pollution Prevention Division	FSMO	(757)460-7043	<a href="mailto:CFORBES@HRSD.COM">CFORBES@HRSD.COM</a>
Tom Martins <b>Absent</b>	NYCEP	FSMO	(914) 397-7935	<a href="mailto:martinst@dep.nyc.gov">martinst@dep.nyc.gov</a>
Harry O'Neill <b>Absent</b>	Beacon Environmental Services, Inc.	FSMO	(410) 838-8780 Ext. 113	<a href="mailto:Harry.ONeill@Beacon-usa.com">Harry.ONeill@Beacon-usa.com</a>
Scott Haas <b>Absent</b>	Environmental Testing, Inc.	FSMO	405-488-2400	<a href="mailto:shaas@etilab.com">shaas@etilab.com</a>
Mike Shepherd <b>Present</b>	L-A-B (Shepherd Technical Services)	AB	512-970-6789	<a href="mailto:mike@sheptechserv.com">mike@sheptechserv.com</a>
Shannon Swantek <b>Present</b>	Oregon Public Health Division	AB	(503) 693-4130	<a href="mailto:shannon.swantek@state.or.us">shannon.swantek@state.or.us</a>
Angela Zevely <b>Absent</b>	LG&E and KU Energy, LLC	Other	(502) 347-4196	<a href="mailto:angela.zevely@lge-ku.com">angela.zevely@lge-ku.com</a>
Ilona Taunton (Program Administrator) <b>Present</b>	The NELAC Institute		(828)712-9242	<a href="mailto:Ilona.taunton@nelac-institute.org">Ilona.taunton@nelac-institute.org</a>



## NEFAB EC Meeting

- Agenda:
  - Introductions
  - Voting Results and Committee Update
  - Subcommittee reports:
    - ✦ Mobile Laboratory Subcommittee – Paul Bergeon
    - ✦ NEFAP Strategic Plan Subcommittee –
      - Goals
      - Approval of Implementation plan
      - WEBSITE Work and Updates

## NEFAB EC Meeting

- Looking Ahead to 2017
- ABs Website Language for NEFAP
- Action Items
- Other Business

## NATIONAL ENVIRONMENTAL FIELD ACTIVITIES PROGRAM (NEFAP)

The purpose of the National Environmental Field Activities Program is to establish and implement a program for the accreditation of field sampling and measurement organizations.

## NEFAP EC MISSION

The Executive Committee is committed to establishing and maintaining a program in support of the TNI FSMO standards that will assure continual improvement of FSMO accreditation processes and which incorporate practical, effective, and clear standards of performance that are consistent with the needs of the environmental community as well as regulatory and industry specific requirements. The NEFAP accreditation assures the organization is technically competent to generate data of known and documented quality that meet the needs of the client.

## Introductions

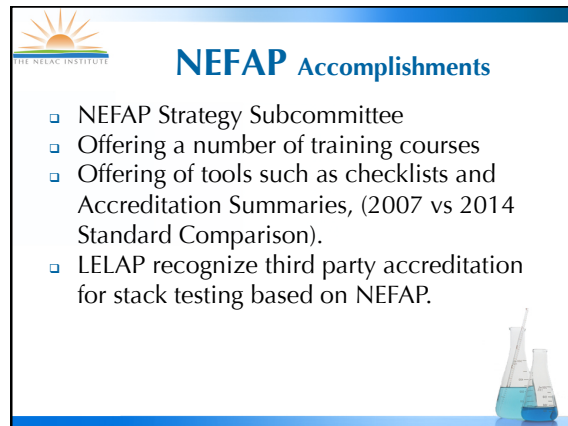
Members	Affiliation	Balance	Term Expires	Contact Information
<b>Kim Watson (2017)</b> EC Chair	Stone Environmental, Inc.	FSMO	2017	<a href="mailto:kwatson@stone-env.com">kwatson@stone-env.com</a>
Zaneta Popovska (AB) (Vice-Chair) Back-up: Doug Leonard also present. Doug Berg (AB) Tracey Sorenson	ANAB	AB	n/a	<a href="mailto:zpopovska@i-a-b.com">zpopovska@i-a-b.com</a>
Paul Bergeon (2016*)	PJ Laboratory Accreditation, Inc.	AB	n/a	<a href="mailto:dbergeon@pjlab.com">dbergeon@pjlab.com</a> <a href="mailto:douglasb@pjlab.com">douglasb@pjlab.com</a>
Justin Brown (2018) Vice-Chair	LELAP	AB	2016	<a href="mailto:paul.bergeon@lelap.gov">paul.bergeon@lelap.gov</a>
Troy Burnows (2017*)	EMT	FSMO	2018	<a href="mailto:jbrown@emt.com">jbrown@emt.com</a>
Nilda Cox (2016*) Andrea – Back-up Calista Daigle (2016)	SIAC (Golden Specialty, Inc.)	AB	2017	<a href="mailto:tburnows@goldenspecialty.com">tburnows@goldenspecialty.com</a>
Seil Gillette (2018) Carl Kircher (2016*)	Eurofins Eaton Analytical Inc.	Other	2016	<a href="mailto:nildacox@eurofins.com">nildacox@eurofins.com</a>
Kevin Holbrook	Dale Mueller	FSMO	2016	<a href="mailto:calista.daigle@gmail.com">calista.daigle@gmail.com</a> <a href="mailto:calista.daigle@newswater.com">calista.daigle@newswater.com</a>
Cheryl Morton (2018) Harry O'Neill (2018*)	DOD	Other	2018	<a href="mailto:john.gillette@hus.af.mil">john.gillette@hus.af.mil</a> <a href="mailto:Carl_Kircher@doh.state.fl.us">Carl_Kircher@doh.state.fl.us</a>
Richard Rago (2018*)	Florida DOH	AB	2016	<a href="mailto:carl_kircher@doh.state.fl.us">carl_kircher@doh.state.fl.us</a>
Michelle Broadac (AB)	LAB	AB	n/a	<a href="mailto:dleonard@i-a-b.com">dleonard@i-a-b.com</a> <a href="mailto:cmorton@aiha.org">cmorton@aiha.org</a>
	AIHA	AB	2018	<a href="mailto:harry.o'neill@beacon-usa.com">harry.o'neill@beacon-usa.com</a>
	Beacon Environmental Service, Inc.	FSMO	2018	<a href="mailto:RRago@halealdrich.com">RRago@halealdrich.com</a>
	Haley & Aldrich, Inc.	FSMO	2018	<a href="mailto:mrbroadac@AZLA.org">mrbroadac@AZLA.org</a>
	AZLA	AB	n/a	



**NEFAP EC Membership**


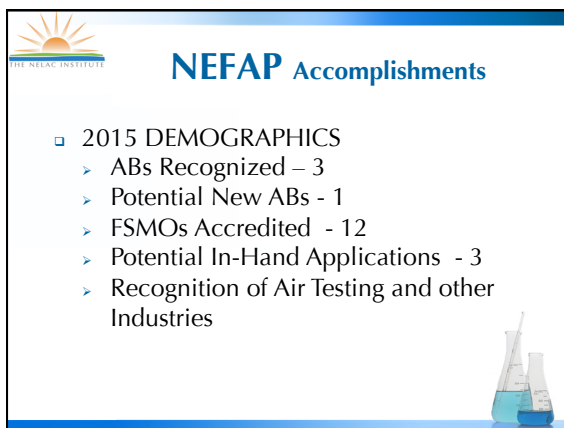
- ❑ 8 FSMOs
- ❑ 3 ABs
- ❑ 4 Other
- ❑ 3 Associate Members
- ❑ 2017 - 2 members will be up for membership renewals






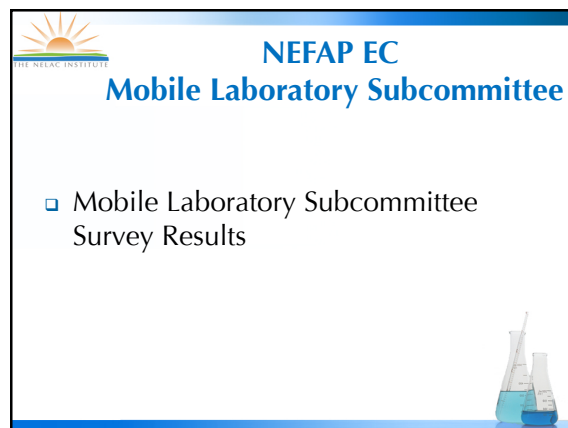
**NEFAP Accomplishments**

- ❑ NEFAP Strategy Subcommittee
- ❑ Offering a number of training courses
- ❑ Offering of tools such as checklists and Accreditation Summaries, (2007 vs 2014 Standard Comparison).
- ❑ LELAP recognize third party accreditation for stack testing based on NEFAP.


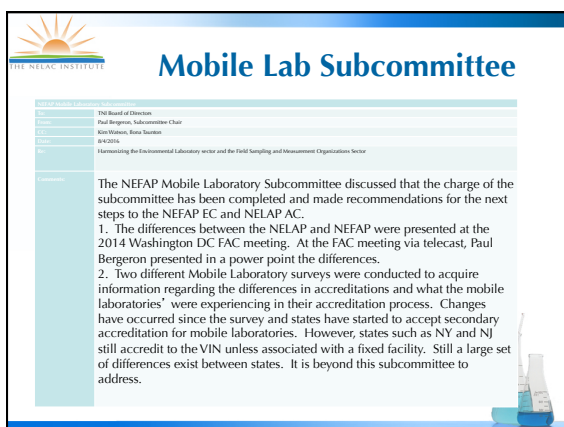
**NEFAP Accomplishments**

- ❑ 2015 DEMOGRAPHICS
  - ABs Recognized – 3
  - Potential New ABs - 1
  - FSMOs Accredited - 12
  - Potential In-Hand Applications - 3
  - Recognition of Air Testing and other Industries

**NEFAP EC Mobile Laboratory Subcommittee**

- ❑ Mobile Laboratory Subcommittee Survey Results


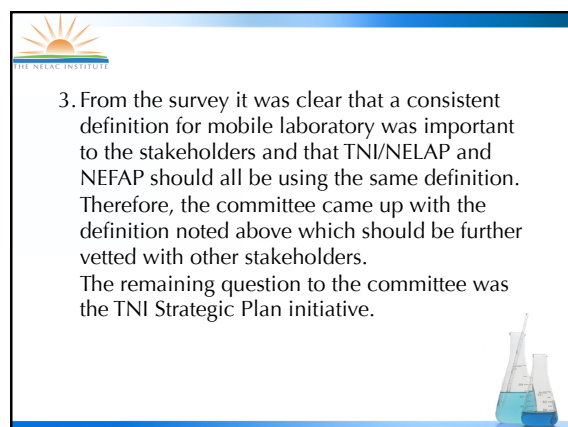



**Mobile Lab Subcommittee**


Chair	Paul Bergeron, Subcommittee Chair
Vice Chair	Kim Wilkins, State Director
Members	Representing the Environmental Laboratory sector and the Field Sampling and Measurement Organizations Sector


The NEFAP Mobile Laboratory Subcommittee discussed that the charge of the subcommittee has been completed and made recommendations for the next steps to the NEFAP EC and NELAP AC.

1. The differences between the NELAP and NEFAP were presented at the 2014 Washington DC FAC meeting. At the FAC meeting via telecast, Paul Bergeron presented in a power point the differences.
2. Two different Mobile Laboratory surveys were conducted to acquire information regarding the differences in accreditations and what the mobile laboratories' were experiencing in their accreditation process. Changes have occurred since the survey and states have started to accept secondary accreditation for mobile laboratories. However, states such as NY and NJ still accredit to the VIN unless associated with a fixed facility. Still a large set of differences exist between states. It is beyond this subcommittee to address.

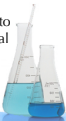



3. From the survey it was clear that a consistent definition for mobile laboratory was important to the stakeholders and that TNI/NELAP and NEFAP should all be using the same definition. Therefore, the committee came up with the definition noted above which should be further vetted with other stakeholders. The remaining question to the committee was the TNI Strategic Plan initiative.





"From the TNI Strategic Plan:  
Develop and implement a plan for treatment of mobile labs among NELAP ABs and between NELAP and NEFAP."  
The subcommittee agreed that this was not within the charge of the subcommittee and that a recommendation should be made to both the NELAP AC and NEFAP EC to form another subcommittee or an ad hoc committee to come to a consensus and document that work to address the treatment of mobile laboratories. Paul Bergeron would introduce this topic at the next NELAP AC meeting and make this recommendation. The subcommittee would like to see language within each states' accreditation process that would address mobile laboratories with a consistent definition and a consistent accreditation process. In addition, it proposes that the ad hoc committee work on developing a plan on addressing mobile laboratories and address field sampling: specifically, work out the issues of NELAP and NEFAP overlap and help to streamline the NELAP/NEFAP process so not all FSMOs have to have dual accreditations.




## NEFAP EC Strategic Plan Subcommittee

- Strategic Plan Subcommittee – Marlene Chair
- Justin – Website update
- Kim – Goals for 2017





## NEFAP STRATEGIC PLAN

- Committee Goals:
  - Develop focused approach to marketing NEFAP by identifying target audience.
  - Determine method for educating environmental professionals about NEFAP.
  - Develop mechanism for implementation including identifying resources, responsibilities for implementation and monitoring the process.





## NEFAP MARKETS

- Marketing Focus: List of Target Audiences
  - FSMO
  - FSMO Trade Groups
  - Data Users – End Users
  - LABS
  - Industry – equipment manufacturers
  - Municipalities
  - Engineering Firms: Design, implement, review Environmental Projects





## NEFAP MARKETS


- Marketing Focus: List of Target Audiences
  - EPA-National and Regional Offices
  - State Agencies (Environmental, Public Health, Others)
  - DoD
  - USGS
  - Other Federal Agencies

## NEFAP SHOUT OUT



- Mediums – Mechanisms for Distribution
  - Need to hear from the people that are accredited. Ilona commented that the video capability on phones has improved tremendously and she has used some of these types of short videos to produce marketing material for another organization. We can ask: Why is the accreditation important? How has it helped the organization? We could also ask for short written statements and put them on the website. Maybe have a page just dedicated to: Why NEFAP?







## NEFAP SHOUT OUT

- Mediums – Mechanisms for Distribution
  - Develop a list of potential FSMOs for application. Contact them with updates and information about the program.
  - Getting NEFAP brochures into the hands of vendors - so they can make it available at conferences.
  - Put together example emails that FSMOs or labs can send to their clients with links to information on the TNI website.
  - Put tools into hands of FSMOs so they can encourage clients to require NEFAP. Could be online material they can email their clients.



## NEFAP PLAN – 2016

- Preliminary Implementation:
  - TNI FAC maintains the list of presentations and opportunities in their meeting minutes. Determine if this listing can be more public on the TNI website under NEFAP.
  - Establish group to coordinate, plan events and review/develop materials for advocacy. The group coordinates with the NEFAP EC and FAC and TNI staff for resources and meeting implementation goals.
  - The NEFAP EC evaluates the work of the group to determine the effectiveness of the advocacy on an annual basis.



## NEFAP PLAN - 2016

- Implementation:
  - Collect contact information about FSMOs, ABs, Environmental engineering firms that attend TNI-FAC meetings and training
  - Collect contact information about Manufacturers and distributors of Field Sampling and Measurement equipment. Especially those that exhibit and/or give papers at NEMC and other meetings about Field Sampling and Measurements



## NEFAP PLAN - 2016

- Implementation:
  - Determine if State or EPA programs have developed or are in the process of developing field activities requirements or guidance. Summarize listing as a resource for FSMOs and encourage use of one set of requirements via TNI standards development process.


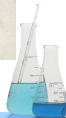
## NEFAP - HELP

- ABs Marketing and WEBSITES
- Review of language and consistency
- WHAT WORKS - USE of TNI LOGO
- RECOGNIZED ABS

## NEFAP – ACTION ITEMS

- REVIEW of ACTION ITEMS
- Other Business



## Contact Information

- Ilona Taunton, TNI-  
Nelac Institute
- FAC Committee Chair  
Kevin Halbrooks
- EC Committee Chair  
Kim Watson, RQAP-  
GLP





## Field Activities Committee Meeting

Forum on Laboratory Accreditation  
Orange County, CA  
August 2016



## Meeting Agenda

- Introductions
- FAC Overview
- Scope of Accreditation Subcommittee update (Larry Duty- Chair)
- ANSI Approval Process Update (Ilona Taunton)
- Tools Subcommittee (Justin Brown)
- FSMO "Scared Straight" Workshop (John Moorman)
- ISO 17025 Update- (Carl Kircher)
- Open Discussion/New Business



## Committee Members

- Kevin Holbrooks – JEA (Chair)
- Larry Duty – E-Lab Consultants (Vice-Chair)
- Troy Burrows – Golden Specialty
- Maggie Cangro – Catalyst Air Management, Inc.
- Craig Forbes – Hampton Roads Sanitation District
- Scott Haas – Environmental Testing, Inc.
- Tom Martin – NYC DEP
- Andora Nguyen – Eurofins Eaton Analytical
- Mike Shepard – L-A-B (Shepard Technical Services)
- Shannon Swantek – Oregon Public Health Division
- Angela Zevely – LG&E and KU Energy, LLC.



## FAC Operations

- Operates under Consensus Standards Development Program (CSD)
- Expert Committee following consensus process
- 11 Voting Members
  - 4 FSMO
  - 4 Others
  - 3 Accreditation Bodies
- Several Associate Members



## Standard Development

- Establish consensus based standard for field activities
  - 2014 FSMO Standard Volume I – FSMO's
  - 2014 FSMO Standard Volume II – Accreditation Bodies
- Begin Standard Review Process in 2017?





## Other Activities

- Provide technical assistance
- Respond to Standard Interpretation Requests
- Develop tools to aide FSMOs
- Develop technical guidance in application of Standard
  - Scope subcommittee



## Other Activities

- Support marketing efforts of NEFAP EC and the marketing subcommittee
- Review and respond to request for technical advice
  - Sample containers, etc.



## Scope Of Accreditation Subcommittee Update



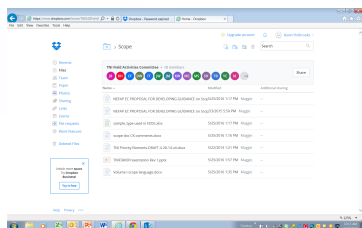
## Scope of Accreditation Subcommittee

- Members
  - Larry Duty (Chair)
  - Troy Burrows
  - Scott Haas
  - Maggie Cangro
  - Justin Brown



## Scope of Accreditation Guidance

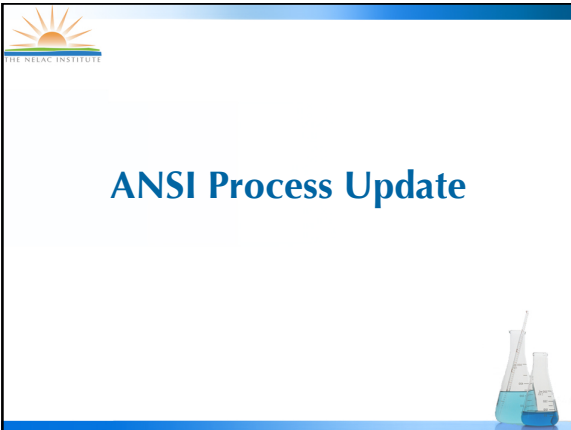
- Using Dropbox to develop document.



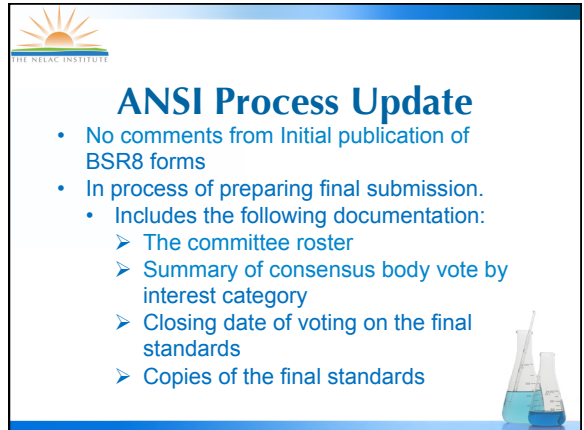
## Scope of Accreditation Subcommittee

- After years of dormancy the subcommittee is currently reviewing the historical recommendations and formulating an attack plan.
- The subcommittee approach is to assign expert task to each document subsection; E.G. an air specialist tasked to author the air sampling scope, a soils sampling specialist (geologist, soils scientist) to author the soil sampling scope, and so on.
- Each section will then be commented on by the group.





## ANSI Process Update



## ANSI Process Update

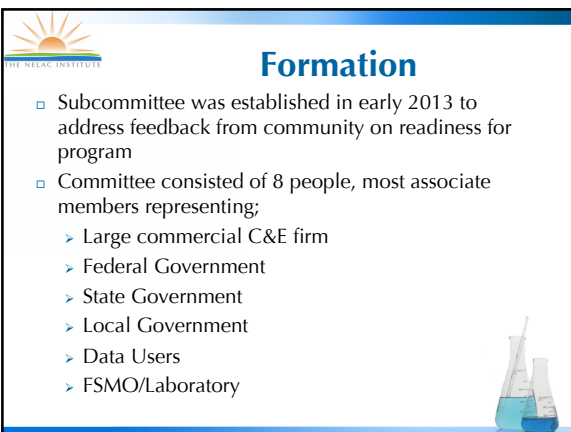
- No comments from Initial publication of BSR8 forms
- In process of preparing final submission.
  - Includes the following documentation:
    - The committee roster
    - Summary of consensus body vote by interest category
    - Closing date of voting on the final standards
    - Copies of the final standards



## Tools Subcommittee

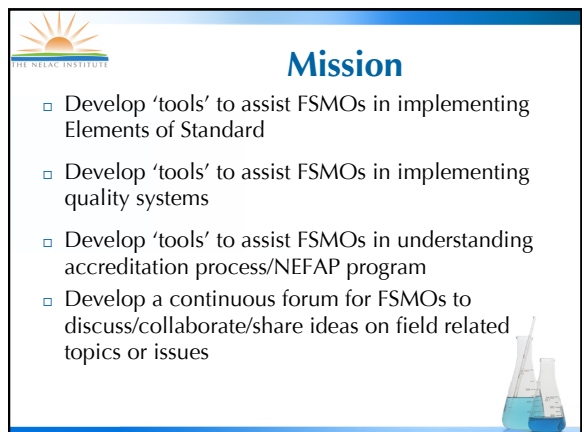


## TNI Field Activities Committee – Tools Subcommittee



## Formation

- Subcommittee was established in early 2013 to address feedback from community on readiness for program
- Committee consisted of 8 people, most associate members representing:
  - Large commercial C&E firm
  - Federal Government
  - State Government
  - Local Government
  - Data Users
  - FSMO/Laboratory



## Mission

- Develop 'tools' to assist FSMOs in implementing Elements of Standard
- Develop 'tools' to assist FSMOs in implementing quality systems
- Develop 'tools' to assist FSMOs in understanding accreditation process/NEFAP program
- Develop a continuous forum for FSMOs to discuss/collaborate/share ideas on field related topics or issues



## Original Ideas - Tools

- Forum Calls – Set up routine calls for FSMOs to discuss process and ideas
- Handbook or document on how to approach FSMO accreditation.
- QM Template
- SOP Template – Administrative and Technical
- Training on Documentation for FSMOs
- Work Instructions Template
- Summary of what each section of the TNI Field standard is looking for.



## Completed Tools

- Focus on tools for 'new' FSMOs or FSMO's not familiar with NEFAP/ISO/Quality and Management systems
- Develop a prioritization document – advise FSMO on what to work on first
  - Concept then to support that effort with templates/guidance to assist
- Develop a summary of the accreditation process



## Positives

- Entire purpose was to help FSMOs which is in line with TNI mission
- Responsive to needs of community/flexible in scope and mission
- Very helpful and active group of diverse volunteers willing to share information/resources
- Calls were good example of how forum would work with discussion/debate on elements, tools, etc. from different perspectives
- Could transition into other (technical) tools



## Moving Forward

### Recommendation:

- Review and revise mission/scope of work for this subcom
  - As specific or generic as desired
- Identify new volunteers
  - Reach out to associates, other stakeholder groups
  - Diverse memberships to facilitate different perspectives
- Decide on structure of subcommittee
  - Leadership
  - Liaison with FAC
  - Feedback/reporting back to FAC




Questions or Comments?




**FSMO  
“Scared Straight”  
Workshop  
Preview**





THE NELAC INSTITUTE

# ISO 17025 Update



THE NELAC INSTITUTE

# Open Discussion




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## Attachment D - John Moorman




## ENSURING COMPETENCY FOR FSMO FORUM: "SCARED STRAIGHT" for Project Management


## Forum Road Map

- Who are we?
  - Why NEFAP?
  - What is NEFAP?
  - What is FSMO?
  - How does a FSMO get accredited?
- Assessor Perspective
- FSMO Perspective
- AB Forum





## Forum Presenters

- Intro
  - John Moorman – South Florida WMD
  - Kim Watson – Stone Environmental
- Assessor:
  - Calista Daigle – Dade Moeller (A2LA)
- FSMO
  - Kevin Holbrooks - JEA
- Accreditation Bodies
  - PJLA – Doug Berg
  - ANAB / L-A-B – Mike Shepherd (Shepherd ENV.)
  - A2LA – Chris Gunning



## Field Quality System

- You Already Need One
- You Already Want One
- You Just May Not Know it yet...





## What we all want...

- We know what you want for your Project...
  - Less effort
    - + (because you're overloaded with tasks)
  - Less Complicated
    - + (No More Requirements!!!!)

## But we also want...

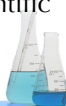
- We all want the data to be fit for its intended use
- We all want things to go "according to plan" for our project
- We want the plan to meet its performance measures for success



## Attachment D - John Moorman


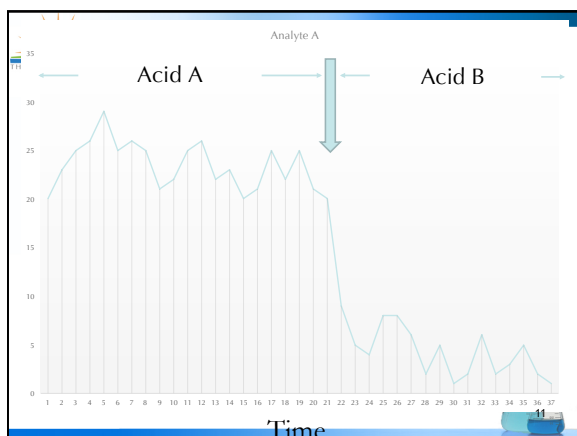
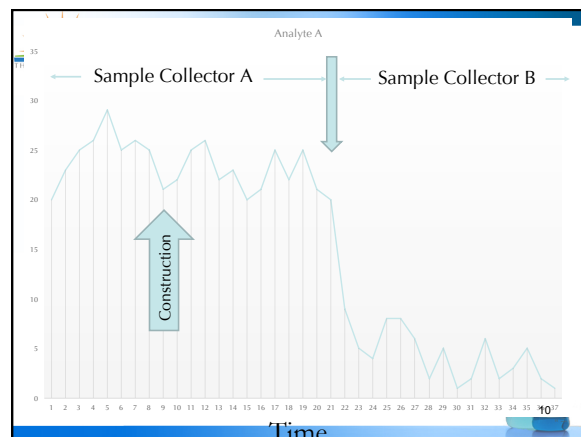
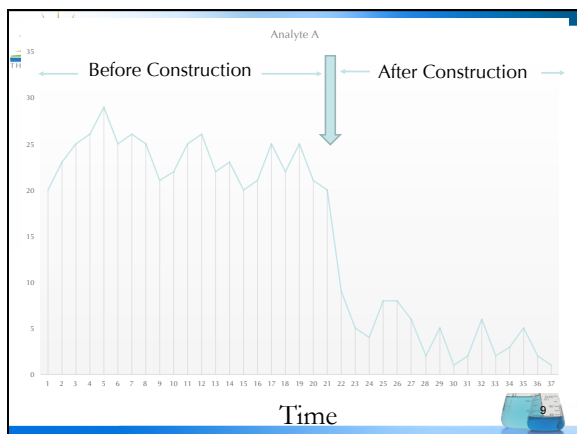
**Signal in the Noise...**

- We look for “trends” in the data
- We look for the “signal” in the “noise”
- If you change something in the system, the performance measures should demonstrate that change had an effect
- For this to be a success, you want to control variables (remember the scientific method?)




**Example: We Build Something**

- You change something in the natural system,
- You want to know with some certainty the performance measures show the desired effect
- To know the data are telling you the true picture, you must control variables
- Otherwise, noise may invalidate your results/conclusions





## Attachment D - John Moorman




### What we can agree on...


- Samples/Data Must be Representative
- Processes need to be Consistent
- This allows us to manage the project to reduce risk of "failure"
  - Unnecessary Remediation or Resampling
  - Unusable data
- The goals of Representativeness and Consistency are common to any project regardless of purpose (e.g. Monitoring, Research, Permit Compliance)





### We Meet These Goals By Establishing a Field Quality System


### Quality Management System



- Elements for competency defined
- How does the organization communicate?
- How is change managed?
  - When changes occur – Data is affected
  - Is the change in the data due to a process change or an environmental change?
- Do you prevent problems or react?
  - Reaction results in a risk that a competent decision will not be made
- Do you audit?





Courtesy of Advanced Systems, Inc.





### Resistance to QS:

- "No time"
- "No Resources"
- "Do not see the value"
- "I trust my Technicians"


### Resistance to QS (cont.):

- "If it ain't broke, why fix it?"
  - If you don't look, how do you know it ain't broke?
- With this mindset you're waiting for failure to tell you the process is out of control
  - Don't wait until the News Cameras are at the front door!





### Resistance to QS (cont.):

- "I Don't Have Time to Implement a QS"
- If you don't have time to do it right, how will you have time to do it twice?
  - Time and resources are major constraints for all projects
  - How will you convince someone for MORE resources if your data are invalidated?




## Attachment D - John Moorman



## Risk


- Determined by management
- Driven by determining of the cost of failure
  - Not unlike any other industry
- May include
  - Public Health concerns
  - Cost of Remediation
  - Cost of Resampling




## Quality

**“The Quality of the Data Can Only be as Good as the Quality of the Sample”**


*Environmental Data Quality Cannot Be Assured Unless There Are Quality Standards for All Steps of the Sample Collection AND Analysis Processes.*

## The Question


IS THE ORGANIZATION COMPETENT TO PERFORM:

- SAMPLING DESIGN,
- SAMPLE COLLECTION,
- MAKING MEASUREMENTS?







## The Answer...



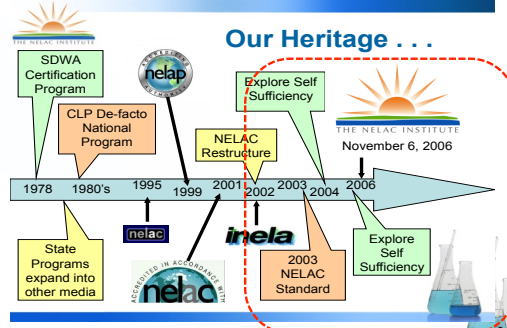


## What is NEFAP?

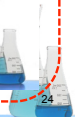
## TNI Timeline

**Our Heritage . . .**

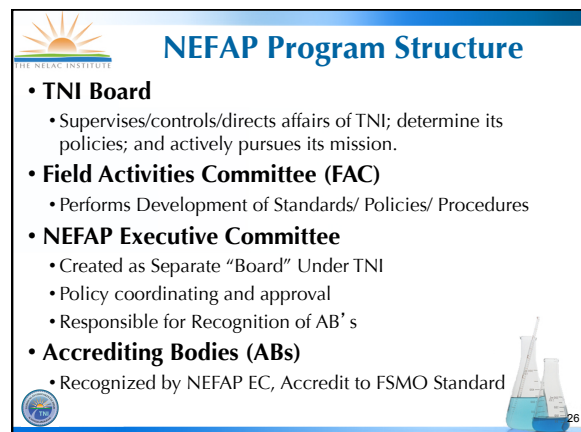
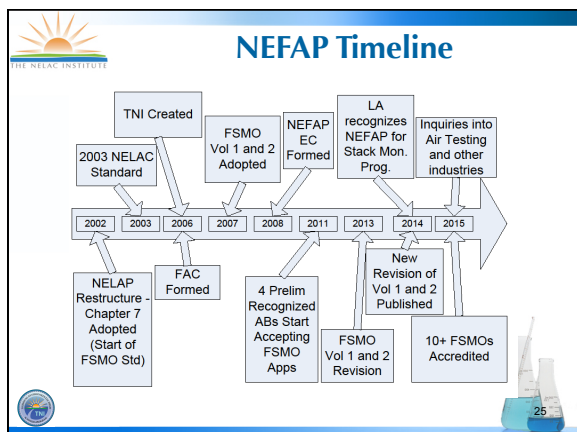


The timeline illustrates the organization's growth and milestones:

- 1978**: SDWA Certification Program
- 1980's**: CLP De-facto National Program
- 1995**: State Programs expand into other media
- 1999**: nelac logo
- 2001**: nelac logo
- 2002**: nelac logo
- 2003**: inela logo, 2003 NELAC Standard
- 2004**: Explore Self Sufficiency
- 2006**: Explore Self Sufficiency, November 6, 2006



## Attachment D - John Moorman



### Will this program be required?

- Regulation - Limited so far – (LA DEQ, Oregon in the works?)
- Contracts - Yes! - When it is important for the data user to assure field activities are performed competently
  - When data of known and documented quality are required by the user
  - Some Agencies are requiring field certification or accreditation in their contracts (e.g. EPA)

### What if no competency in the field?

- Data defensibility in jeopardy
  - Client complaints
  - Regulatory questioning
- EPA Competency Policy pushing for more assurance –
  - Where EPA funding is involved
  - Need for QA due to recently identified integrity and quality problems

**Competency**  
A specific range of skill, knowledge, ability to do something successfully being adequately or well qualified the condition of being capable of to meet demands, requirements

### Demonstrate Competency


- Client audit/review process (second party)
- Oversight by project officer (government oversight)
- Accreditation – following consensus process for recognition and oversight
  - Third party
  - State or regulatory program
  - Accreditation body process with input from all stakeholders

<http://www.epa.gov/fem/pdfs/fem-lab-competency-policy.pdf>

### Field Operations Group Guidelines – THE FOG




- The FOG guidelines are minimum requirements for establishing a quality management system.
- If you are doing field sampling and testing – review the FOG
  - Evaluate your operations
- Establish a Field Quality Management System

## Attachment D - John Moorman






## What is a FSMO?

- Field Sampling and Measurement Organization (FSMO)
  - + Sample Planning
  - + Sample Collection
  - + Field Measurement




## Standard for FSMO

- Standard was developed, voted and adopted by FSMOs, regulators and other stakeholders
- It is one of a kind!
- Different than NELAP Standard
- All types of environmental field activities are addressed
- Written for any type of FSMO



## Standard for FSMO

- What is it based on?
  - ISO/IEC 17011 for the operation of the ABs
    - + Same basis as V2M1, V2M3 of NELAP standard
  - ISO/IEC 17025 for the field sampling organizations
    - + Same basis as V1M2 of NELAP standard
  - Additional field activities specifications
  - "Laboratory" = "FSMO"

## The TNI FSMO Standard

- **Adopted May 2007 – Revised 2014**
  - **Volume 1:** General Requirements for FSMOs (FSMO-V1-2014)
  - **Volume 2:** General Requirements for Accreditation Bodies Accrediting FSMOs (FSMO-V2-2014)






## Volume I

### "FSMO Competency Standard"



- **Management System**
- **Technical Requirements**
  - Fundamentals of Management System
  - Specifications Less Prescriptive than Labs
    - Flexibility Based On User Need
  - Specifications Designed for FSMO Applications





## Volume II

- **Accreditation Body Recognition**
  - Defines Program Manual Specifications
  - Defines Program Organization
  - Personnel and Training Requirements
  - Assessment Performance Documentation





## Attachment D - John Moorman





### Accreditation Process Organizational Qualification

- **Accreditation Process – Single Site Organization**
  - Application Review
  - Quality System Documentation Verification
  - Field On-site Assessment
- **Application Process – Multi-Site Organizations**
  - Employs the “Umbrella Approach”
  - Common Organizational Quality System
  - Applicant Identifies Facilities for Assessment Verification
  - Field Assessments of Quality System



### Big Difference Between NEFAP and NELAP

- Accreditation process is NOT required by the states except:
  - Louisiana has adopted NEFAP accreditation for stack testing
- The state or federal agencies do not oversee the accreditation process
- So how do ABs Accredite to this Program?...



### NEFAP-Recognized Accreditation Bodies

- Organizations must apply to TNI to serve as an Accreditation Body.
- Accreditation Body must demonstrate implementation of the TNI FSMO standards
- A FSMO seeking accreditation applies to a NEFAP-recognized AB for accreditation.

### What does Field Accreditation Mean to the Community



- Improved data quality
- Assurance of the competence of the FSMO
- Generating data of known and documented quality
- Guarantees Assessment of the FSMO
  - Other than internal audits field processes may not be assessed
  - Lab Assessments Start with Sample Receiving

### Contractual Language


*“The FSMO must be accredited to the TNI Field Sampling and Measurement Organization Standard (current version) by a TNI recognized NEFAP accreditation body. The scope of accreditation for the FSMO must include the following field sampling and testing matrix and technology(s)...”*

- Fill in the matrix and technologies you require for your project, permit or regulatory program.





### COST

- Cost is dependent on the scope of accreditation
- NEFAP ABs provide cost estimate
- The key is to shop around and get the AB that is the best fit for you
- Applications are found on each ABs website
- Conditions for Accreditation (including fees, accreditation schedule, and invoicing requirements) are up to each individual AB
- There should be some cost savings for those seeking lab and FSMO accreditation if the lab assessment is done simultaneously





## Attachment D - John Moorman





### Why NEFAP? Well...Why NELAP?

- NELAP started as an effort to standardize Environmental Laboratory processes to improve data integrity
- The community new this was needed
- It took years to gain momentum to gain acceptance
- It took years to become implemented widely
- NEFAP is where NELAP was in the beginning

### Sample Quality Cannot Be An Afterthought!


- The Quality of the sample cannot be improved AFTER it reaches the laboratory
- Sample Representativeness cannot be improved AFTER it reaches the laboratory
- The Quality of the Field Documentation cannot be improved AFTER it reaches the laboratory

### Sample Quality Cannot Be An Afterthought! (cont.)

- This is why having an established, accredited field quality system is imperative!
- NEFAP accreditation assures sample quality and field data integrity

### Quality Starts in the Field!!!!

### Contact Information

For more information on the Program please contact:

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**FAC Chair**  
Kevin Holbrooks - [holbke@jea.com](mailto:holbke@jea.com)

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[www.nelac-institute.org](http://www.nelac-institute.org)

