

**NEFAP Executive Committee (NEFAP EC)**  
**Meeting Summary**  
**January 16, 2019**

1. Roll call:

Kirstin Daigle, Chair, called the NEFAP Executive Committee to order on January 16, 2019 by teleconference at 1pm Eastern. Attendance is included in Attachment A - there were 11 NEFAP EC committee members present. Associate members present: Kevin Holbrooks.

Seven committee members are expecting to be in Milwaukee (see \* in Attachment A).

Kirstin reviewed the agenda for the call today.

The December minutes were reviewed on Webex. A motion was made by Shawn to approve the December 19, 2019 minutes as written. The motion was seconded by Paul and unanimously approved.

2. Complaint

Kirstin is still waiting for a copy of the complaint documentation so that it can be wrapped up. She has asked Carl and Cheryl for a copy. If a copy cannot be found, Kirstin and Carl will work on re-drafting it.

3. Review of Annual Meeting Presentation

Kirstin presented the DRAFT on Webex and asked for comments.

- Add colon after “will” on mission slide
- “Accreditation assures that” on mission slide
- Names and organizations were corrected as needed.
- Clarify 7 new members were added to the NEFAP EC
- Add “In Progress” to Complaint bullet.
- Correct spelling on 2019 Plans – Assess

Last year the committee talked about the issues for NEFAP and the chairs did not think this needed to be done again. The committee agreed with this.

Kristin will make the changes and Ilona will send the presentation to Jerry Parr.

#### 4. Marketing/Strategic Planning Committee

Shawn and Justin created a marketing requirements document. What are constraints, impact, number of people doing sampling, etc ... How do we decide which markets to approach? Who do we approach? Funding needed? How to approach?

The Marketing/Strategic Planning Subcommittee hasn't met in quite some time. Shawn and Justin will approach previous members and ask for new membership. An update will be provided during the February 2019 meeting.

#### 5. FAC Update

The FAC is making significant progress on the FSMO Standard. The TNI 2014 Standard and ISO/IEC 17025:2017 are being combined. They will be placing the last of the 2014 Standard language into the new format during the meeting in Milwaukee. They will then start looking for duplicates in the merged document. They are still hoping for a DRAFT Standard by the meeting in Jacksonville.

Ilona reminded the Marketing/Strategic Planning Subcommittee to work closely with FAC. FAC needs to know about changes needed to the Standard.

Kristin remarked that information shared last month about the America's Water Infrastructure Act of 2018 could also impact the new Standard. Norman is the point person for NEFAP EC. Kirstin will also talk to Marlene to make sure this has reached Advocacy.

#### 6. Task Force Update

The accreditation summary table is being expanded beyond just mobile lab. They are adding sampling and field testing to the table too.

#### 7. Nominating SOP Review and Implementation

This is the time of the year that we put a Nomination Committee in place. Paul, Nilda, Calista, and Carl will all be rotating off. The Nomination Committee could consider keeping Paul on for a longer period of time because of his role as Chair of the Field Activities Task Force.

Calista may know someone that may be interested in replacing her interests on the committee.

Kirstin reviewed the SOP on Webex and Tracy provided a summary of the responsibilities of the Nominating Committee Chair. Jeremy volunteered to be the Chair for the 2019 Nomination Committee.

Nomination SOP Update: Ilona noted there is a possibility that the Policy Committee may ask us to specifically state that no more than 2 members from one organization can be on the committee.

#### 8. New Business

- Need to start thinking about AB evaluations.

#### 9. Action Items

Action items can be viewed in Attachment B.

#### 10. Next Meeting

The next meeting will be Milwaukee on Monday, January 28, 2019 at 10:30am Central.

Action Items are included in Attachment B.

The meeting was adjourned at 2:15pm Eastern. (Motion: Paul Second: Shawn Unanimously approved.)

**Attachment A**

**TNI NEFAP Executive Committee**

<b>Members</b>	<b>Affiliation</b>	<b>Balance</b>	<b>Contact Information</b>
Kirstin Daigle (2020*) Chair <b>Present X</b>	Stone Environmental, Inc.	FSMO/Lab	kdaigle@stone-env.com
Tracy Szerszen (AB) Vice-Chair <b>Present X</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>Present</b>	AIHA	Other	gbowman@aiha.org
David Fricker (AB)  <b>Present</b>	A2LA	AB	dfricker@A2LA.org
Jeff Buystedt (2021*)  <b>Absent</b>	City of Bend Environmental Compliance	FSMO	jbuystedt@bendoregon.gov
Nilda Cox (2019)  <b>Andora Present - X</b>	Eurofins Eaton Analytical Inc	FSMO/Lab	nildacox@eurofinsus.com
Calista Daigle (2019)  <b>Present</b>	NV5-Dade Moeller	FSMO	calista.daigle@gmail.com calista.daigle@moellerinc.com
Jeremy Driver (2021*)  <b>Present - X</b>	Alabamba Power Company	FSMO	jddriver@southernco.com
Jacob Gruzalski (2021*)  <b>Absent</b>	Environmental Standards Inc./Vitale Scientific Associates, LLC	FSMO	gruzalski@envstd.com
Pamela Hamlett (2021*)  <b>Present</b>	US Air Force/DoD	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</b>	Florida DOH	Other	Carl_kircher@doh.state.fl.us
Keith Klemm (AB)  <b>Present X</b>	ANAB	AB	kklemm@anab.org
Janis La Roux (2021)  <b>Absent</b>	H&P Mobile Geochemistry, Inc.	FSMO	janis.laroux@handpimg.com
Norman Rodriguez-Iglesias (2021*)  <b>Absent</b>	EPA Region III	Other	rodriguez.norman@epa.gov
Russell Schindler (2020*)  <b>Absent</b>	SampleServe.com	FSMO	schindler@sampleserve.com
Ilona 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	Update Comments on Scope Guidance Document and resend to FAC.	Kirstin	TBD	
245	Prepare Annual Meeting slides for NEFAP and send to Committee for review during January meeting.	Kirstin	1/15/19	
246	Review possible impact/opportunity of the America's Water Infrastructure Act of 2018 that was signed into law on October 23, 2018.	Norman	1/15/19	
247	Redraft Complaint Information if Carl and Cheryl don't have a copy.	Kirstin Carl	February Meeting	



**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	