

NEFAP Executive Committee (NEFAP EC)
Meeting Summary
January 20, 2020

1. Roll call:

Justin Brown, Chair, called the NEFAP Executive Committee to order on January 20, 2021 at 1pm Eastern. Attendance is included in Attachment A - there were 9 NEFAP EC committee members present and 1 Associate Member present.

The minutes for the last meeting were distributed by email for review. A motion was made by Paul to approve the December 2, 2020 minutes as written. The motion was seconded by David and unanimously approved.

2. SOPs

TNI is still working on the new TNI committee voting SOP. We will need to wait until that SOP is complete in order to decide if NEFAP can use that SOP or whether it still needs an additional SOP with NEFAP specific items. It would be helpful to take a look the NEFAP SOP next month and decide if we need Veto votes.

Ilona will put a status report together on all the NEFAP SOPs so the updates can be prioritized and completed.

3. Update on Strategic Plan

Justin gave a little more information about the Board's review of the plan. There was a lot of support. We need go back through it and start putting things in place.

Ilona noted again that we will need to give them monthly updates on progress. She will need progress reports the first Monday of every month.

Justin would like to make the Workgroups Subcommittees since he now sees them as a long-term need. This means the groups will need to prepare minutes and submit them to Ilona after meetings. These minutes will be posted on the TNI Website.

Justin thinks the training side needs more assistance. David Fricker is willing to help on the training committee. Justin asked that Ilona assist the group too. Paul commented that LA has been doing a lot of training for their state and he'd like to bring that experience to this group.

There was general support for the use of the Subcommittees so the NEFAP EC can also start taking care of some administrative responsibilities again (e.g., SOPs, Committee Membership, evaluations, etc.).

A motion was made David to establish the subcommittees. The motion was seconded by Tracy and unanimously approved.

Halley will be going out on leave for 4 months. After that she would be happy to continue to help with the Marketing Subcommittee. Tracy is willing to step in as Chair in Halley's absence.

Justin will follow-up to get a meeting scheduled for both subcommittees in February. He will also send a request to Scott Haas (Chair, FAC) to involve FAC members. He will follow-up with any committee members who missed today. The Subcommittees will need more volunteers.

4. Nomination Committee

Tracy will refocus on this effort in February.

5. FAC

NEFAP members are encouraged to attend the FAC Public Webinar to hear what the Expert Committee plans to change in the Standard. There are major concepts that the EC needs to discuss and provide feedback on - Scope? Technical Modules? Ilona will send invites to all NEFAP EC members. The public webinar is Feb 4th at 2pm Eastern. We need to consistently provide feedback to the FAC as they update the Standard. (Addition: Final date for public webinar is February 19, 2021 at 1pm Eastern. Invites have been distributed.)

6. Virtual Conference

The virtual conference is next week. NEFAP and FAC will meet Tuesday afternoon starting at 2pm. The majority of the meeting time will be taken by FAC to discuss the Standard update.

Ilona noted invites for the Conference will be different than what was done last summer. People registered for the conference will receive instructions on how to use the TNI Portal to join meetings. You won't need to receive all the Webex invites to each meeting.

7. New Business

NEFAP needs to review and update their Charter by March 30, 2021. The TNI Strategic Plan needs to be reviewed to help with this effort.

8. Action Items

Action items can be viewed in Attachment B.

9. Next Meeting

The next regular meeting will be on Wednesday, February 17, 2021 at 1pm Eastern by teleconference. The NEFAP EC will be meeting with FAC during the Virtual Conference on Tuesday, January 26, 2021 at 2pm Eastern. *(Addition: The February 17, 2021 meeting was canceled due to a lack of quorum.)*

Action Items are included in Attachment B.

The meeting was adjourned at 1:47pm Eastern. (Motion: Paul Second: Halley Unanimous approval.)

Attachment A

TNI NEFAP Executive Committee

Members	Affiliation	Balance	Contact Information
Justin Brown (FSMO) (2023*) Chair Present	EMT	FSMO/Lab	jbrown@emt.com
Tracy Szerszen (AB) Vice-Chair Present	PJ Laboratory Accreditation, Inc.	AB	tszerszen@pjlabs.com
Paul Bergeron (2020) Present	LELAP	Other	Paul.bergeron@la.gov
David Fricker (AB) Present	A2LA	AB	dfricker@A2LA.org
Jeff Buystedt (2021*) Present	City of Bend Environmental Compliance	FSMO	jbuystedt@bendoregon.gov
Elizabeth Turner (2022*) Absent	Pace	Lab	Elizabeth.Turner@pacelabs.com
Jeremy Driver (2021*) Present	Alabama Power Company	FSMO	jddriver@southernco.com
Jacob Gruzalski (2021*) Absent	Environmental Standards Inc./Vitale Scientific Associates, LLC	FSMO	jgruzalski@envstd.com
Pamela Hamlett (2021*) Absent	US Air Force/DoD	Other	pamela.hamlett@us.af.mil
Halley Dunn Hastings (2022*) Absent	AAA Analytical	Other	hhastings@aaanalytical.com
Suzie Nawikas (2022*) Absent	H&P Mobile Geochemistry, Inc.	FSMO	Suzie.nawikas@handpmsg.com
Patrick Selig (AB) Present	ANAB	AB	pselig@anab.org
Stephanie Sparkman (2022*) Present	CS Laboratories, Inc.	FSMO	ssparkman@cslaboratories.com
Ryan Pangelinan (2022*) Present	Oregon Health Authority	Other	Ryan.pangelinan@dhsaha.state.or.us
Norman Rodriguez-Iglesias (2021*) Absent	EPA Region III	Other	rodriguez.norman@epa.gov
Russell Schindler (2020*) Absent	SampleServe.com	FSMO	schindler@sampleserve.com
Ilona Taunton (Program Administrator) Present	The NELAC Institute		tauntoni@msn.com

Associate Members	Attendance	Contact Information
Marlene Moore		mmoore@advancedsys.com
John Moorman		jmoorma@sfwmd.gov
Scott Haas		shaas@etilab.com
Kevin Holbrooks		holbke@jea.com
Shannon Swantek		shannon@enlightenedquality.com
Calista Daigle		cdaigle@aaanalytical.com
Shawn Kassner		shawn.kassner@pacelabs.com
Tyler Sullen		tasullen@southernco.com
Nilda Cox		nildacox@eurofinsus.com
Carl Kircher		Carl.Kircher@flhealth.gov
Kirstin Daigle		PACE
Kieth Klemm		ANAB
Katie Strothman	X	katie@sanderslabs.net
Kim Watson		kwatson@stone-env.com

Attachment B

Action Items – NEFAP Executive Committee

	Action Item	Who	Expected Completion	Actual Completion
39	Give Alternate name to Ilona.	All	Ongoing	Ongoing Continue to give to Ilona.
124	Send Presentation slides to committee members for review and comment. The slides will be used for future presentations about NEFAP.	Kirstin	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. 6/19/19 – John will send his presentation to Kirstin and this will be discussed in July and possibly shared in Jacksonville.
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.	Kirstin	3/5/15 TBD	12/11/15: Ilona will resend them to Doug so he can prepare comments by Tulsa. SENT REMINDER 6/19/19: Schedule time to look at these documents.
164	Review White Paper.	Kirstin/Tracy	4/30/15 TBD	12/11/15: Justin will review it and send it to Kim working on for something in 2017.

	Action Item	Who	Expected Completion	Actual Completion
				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. Kirstin will reach out to Kim. 6/19/19: Kirstin will reach out to Justin to get a copy.
195	Re-do "Why NEFAP?" videos.	Shawn	TBD	Look at Janis video.
207	Call Zaneta and Michelle about need and process for testimonials.	Shawn/Tracy	TBD	Shawn
217	Update Jerry's NEFAP presentation and send back to NEFAP EC for final approval as a template.	Kirstin	TBD	Kirstin will look at Jerry's version and the old presentation. See #124
221	Discuss with Advocacy the possibility of California using the NEFAP Standard for field and mobile lab accreditation.	Shawn	TBD	
223	Update Strategic Plan document for review by committee.	Shawn	10/17/17 9/19 Meeting	6/19/19: Shawn and Justin expect to have a strawman in August.
227	Provide comments on the 2014 Standard to FAC.	TBD	April 2019	In Progress 10/15/19: Scott – How do we make the Standard more value added. Scott will

	Action Item	Who	Expected Completion	Actual Completion
				present status next meeting. Kirstin will add a review of 2014 Standard to December meeting.
244	Update Comments on Scope Guidance Document and resend to FAC.	Kirstin	TBD	In Progress 10/15/19: FAC is waiting for this before they decide how it will fold into the new Standard. Paul will be asking the NEFAP EC to review a spreadsheet on their next call to address Scope – they are coming at it from a different direction. They are moving forward without the input, but would rather have this. Kirstin noted that there has been feedback that we were getting too detailed. Focus during November call. Kirstin will recirculate it before next call.
246	Review possible impact/opportunity of the America’s Water Infrastructure Act of 2018 that was signed into law on October 23, 2018.	Norman	June 2020	Kevin – most effective dates are 2020/2021. EPA has to decide how to make it happen. Ilona will send

	Action Item	Who	Expected Completion	Actual Completion
				reminder to Norman.

262	Present Status of New Standard in November. See action item 227.	Scott	11/20/19	
263	Present Scope ideas from the Task Force. Kirstin will distribute current version of Scope document before the next meeting. See action item 244.	Paul, Kirstin	11/19/19	
267	Update SOP 5-103 per Policy Committee comments and addition of vacancy procedure.	Ilona	TBD	
275	Send final draft of plan to Committee for email comment.	Justin	11/6/20	
276	Update Policy 7-100.	Ilona	2/17/21	
277	Establish first meeting for Subcommittees.	Justin	2/16/21	
278	Update Charter – review TNI Strategic Plan and 2021 Goals	Justin All	3/30/21	
279	Determine candidates and establish Nominating Committee	Tracy	2/28/21	

Attachment C

Backburner / Reminders – NEFAP Executive Committee

	Item	Meeting Reference	Comments
4	Review Charter.	October 2020	
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	