

**NEFAP Executive Committee
Meeting Summary
January 25, 2017**

1. Roll call:

Kim Watson, Committee Chair, called the NEFAP Executive Committee meeting to order on January 25, 2017 in Houston, TX at 10:30 am Central. Attendance is included in Attachment A - there were 5 committee members present. Attendance by Webex: Craig Forbes, Brook Noack, and Shannon Swantek.

Meeting minutes will be reviewed at the next meeting by teleconference.

There were 18 conference attendees at the meeting.

2. Overview

Kim provided a committee overview - see presentation slides in Attachment D.

3. Nomination Committee

Tracy has formed the committee with Lara Phelps and Kevin Holbrooks.

There are at least 3 people planning to apply to the committee. Voting will occur in March and new terms will begin April 1, 2017.

Cheryl suggested that a time schedule or flow chart be added to the Nomination SOP when this SOP is next reviewed.

4. Mobile Laboratory Subcommittee

Paul Bergeron chaired this committee and a summary of information presented by Kim can be found in Attachment D.

Kim noted that there are some states accepting secondary accreditation, but most still require primary for mobile labs.

A first DRAFT of the Scope (Attachment E) for the Mobile Lab Task Force has been prepared. Justin highlighted that this activity was based on a TNI Strategic plan initiative for NEFAP. The Mobile Laboratory Subcommittee concluded that the work being done needed to be continued by a TNI Task Force made up of both NEFAP and NELAP

members and prepared a recommendation to the TNI Board of Directors to develop this Task Force.

Marlene has reviewed the document. She would like to see the Scope expanded and these notes are reflected in the DRAFT Kim presented on screen.

Bennett asked if there is any reason mobile labs need to be under only one program – NEFAP or NELAP. There are some states that have to accredit the mobile labs, so this would be a problem if everything was under NEFAP.

Justin noted that reasons and examples need to be included in the information going back to the Board if the Scope is being expanded.

Change “2017 Charter” to “Scope” (Attachment E).

Once the subcommittee finishes with this ... it will go back to the NEFAP EC and then to the Board of Directors.

Tracy commented that there’s a document that discusses mobile labs that may be of interest - APLAC TC-013.

5. Charter

Kim has started the DRAFT based on the new Charter Preparation procedures. She also reviewed the Work Plan template that was provided as an example. Ilona noted that the committees can continue with their own procedures to track their work or use this new form. Work on the Charter will continue at the February meeting.

6. Strategic Planning Subcommittee

Kim reviewed what this committee does (see Attachment D and F).

The subcommittee is still working on the website update. The website needs to be used as a marketing tool too. Justin submitted an initial plan, but it needs comments. It will be worked on at the next subcommittee meeting.

Kim would like to see the ABs marketing NEFAP in a consistent manner on their websites for the FSMOs.

There was a NEFAP Workshop done by Webinar last June and live at the Orange County Meeting. There were about 40 people participating in the webinar and 50 at the live training.

Kim reviewed the current action table for this subcommittee (see Attachment D).

There is an FSEA meeting in May and the subcommittee will look at what to do at this meeting.

TNI sets a budget, but we actually need to focus on finding funding for advocacy and marketing.

Justin and Kim will be working on a new white paper.

Can Advocacy send due dates for articles to the Program Administrators to share with committees?

7. SOP Review

Marlene prepared an update to the Evaluation SOP and sent it out for comment.

A PTP/NEFAP Evaluation Workgroup has been developed to look at how to combine the NEFAP and PT evaluations. This workgroup will begin meeting on 2/3/17.

Marlene noted that there are no restrictions to moving TNI Environmental Lab Standard recognition to 4 years, but NEFAP and PT could also move to 3 years to line up with NELAP.

Ed Askew noted that a lot of states have codified 3 years. He thinks it is the states you need to convince – not EPA or Office of Water.

Marlene reminded everyone that the DW Manual is discussing the labs and not the ABs when it requires 3 years. There should be flexibility to move to 4 years.

The dispute resolution SOP is being updated by Kim. Ilona will send Kim the comments made by the Policy Committee on a similar PTP SOP that was based on this NEFAP SOP.

Ed Askew asked about mobile labs and dispute resolutions. He questioned whether there are conflict of interest issues in the SOP.

8. Action Items

Action items can be viewed in Attachment B.

9. New Business

- None.

10. Next Meeting

The next meeting of the NEFAP Executive Committee will be February 10, 2017 at 11am Eastern by teleconference. *(Addition: The meeting was changed to 2/13/17 at 11am Eastern.)*

Action Items are included in Attachment B and Attachment C includes a listing of reminders.

The meeting was adjourned at 11:50 AM Central.

Attachment A

Participants TNI NEFAP Executive Committee

Members	Affiliation	Balance	Contact Information	
Kim Watson (2017) (Chair) Present	Stone Environmental, Inc	FSMO	(802)229-2196	kwatson@stone-env.com
Zaneta Popovska (AB) Absent	ANAB	AB	(260)637-2705 c: 260-446-4807	zpopovska@anab.org
Doug Berg (AB) Present - Tracy	PJ Laboratory Accreditation, Inc.	AB	(248)709-0096	dberg@pjlabs.com douglaslberg@gmail.com
Paul Bergeron (2016*) Absent	LELAP	AB	225-219-3185	Paul.bergeron@la.gov
Justin Brown (2018) Vice-Chair Present	EMT	FSMO	(847)324 3350	jbrown@emt.com
Troy Burrows (2017*) Absent		AB	(281) 984-7021	tburrows@yahoo.com
Nilda Cox (2016*) Present	Eurofins Eaton Analytical Inc	FSMO/Other	626-318-8517	nildacox@eurofinsus.com
Calista Daigle (2016) Absent	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
Carl Kircher (2016*) Absent	Florida DOH	AB	904-791-1574	Carl_kircher@doh.state.fl.us
Cheryl Morton (2018) Present	AIHA	AB	703-846-0789	cmorton@aiha.org
Harry O'Neill (2018*) Absent	Beacon Environmental Service, Inc.	FSMO	410-688-4762	Harry.ONeill@beacon-usa.com
Richard Rago (2018*) Absent	Haley & Aldrich, Inc.	FSMO	617-719-6128	RRago@haleyaldrich.com
Michelle Bradac (AB) Absent	A2LA	AB	301-644-3227	mbradac@A2LA.org
Janis La Roux (2018*) Absent	H&P Mobile Geochemistry, Inc.	FSMO	619-933-2751	janis.laroux@handpmg.com
Ilona Taunton (Program Administrator) Present	The NELAC Institute		(828)712-9242	tauntoni@msn.com

Attachment B
Action Items – NEFAP Executive Committee

	Action Item	Who	Expected Completion	Actual Completion
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	4/10/15: Kim will follow-up on this. 12/11/15: Sent last week.
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	3/5/15 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 Kim working on for something in 2017.
172	Talk to Loretta about setting up a meeting.	TBD	TBD	12/11/15: Justin will reach out.

	Action Item	Who	Expected Completion	Actual Completion
191	Check-in with members who have missed a number of meetings.	Kim	10/14/16	
192	Complete vote by email for Chair and Vice-Chair and request members for a new subcommittee working on the website.	Ilona/Kim	11/17/16	Done???
193	Topic of the Standard being used for more than Environmental was passed on to the Strategic Subcommittee to be reported on at the November NEFAP EC meeting.	Justin	11/17/16	Done ??
194	Provide information about using the Field Standard beyond what is typically thought of as environmental (e.g., Food).	Tracy	Before next Strategic Subcommittee Meeting.	
195	Re-do "Why NEFAP?" videos.	Kim, Justin	As soon as possible.	
196	Review the Charter Kim distributed and send her comments.	All	TBD	
197	Respond to the TNI Board request for more information about the recommended Task Force.	Paul, Kim	12/12/16 or TBD	To be completed by the January Board Meeting (1/11/17)
199	Prepare DRAFT Houston presentation for review at next meeting.	Kim	1/11/17	Complete

Attachment C

Backburner / Reminders – NEFAP Executive Committee

	Item	Meeting Reference	Comments
4	Review Charter.	October 2016	New format presented in Jan 2017. Will start to set up new EC charter in that format.
6	Evaluate how to handle adding additional ABs. Impact on committee size.	8-6-12	??? How and what is to be done here?
9	Determine need for a policy or statement regarding the assessment of sampling.	4-22-13	??
10	Complete DRAFT Training SOP for EC review.	n/a	Training for FSMO or assessors?



TNI-NEFAP EC
January 25, 2017
Kim Watson, Chair, NEFAP EC

NEFAB EC Meeting


- Agenda:
 - Introductions
 - Nominations – Status. Selection and Voting of new members
 - Mobile Laboratory Subcommittee – Task Force Report – Draft on Charter to Board
 - NEFAP EC Charter UPDATE to the new Format

NEFAB EC Meeting

- Agenda (con't):
 - Strategic planning Committee Report
 - Standard Operating Procedure Review, Assignment and Strategies
 - Looking Ahead to 2017

NEFAB EC Meeting

- 17025/17011 Updates
- FAC NEFAP Standards Updates
- 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
Kim Watson (2017) Chair	Stone Environmental, Inc.	FSMO	2017	kwatson@stone-env.com
Zaneta Popovska (AB) (Vice-Chair) Backup: Dong Leonard, Dong Dong (AB) Tracey Szerszen	ANAB	AB	n/a	zpopovska@anab.com
Paul Bergeron (2016*) Vice-Chair	PT Laboratory Accreditation, Inc.	AB	n/a	dbergeron@ptlabs.com doug@ptlabs.com
Justin Brown (2018)	LELAP	AB	2016	Paul.Bergeron@ptlabs.com
Troy Burnows (2017*)	EMT	FSMO	2018	tburnows@emt.com
Nilda Cox (2016*) Andrea - Backup Calista Daigle (2016)	STAC (Golden Specialty, Inc.)	AB	2017	TBurnows@goldenspecialty.com
Sib Gillette (2018)	Eurofins Eaton Analytical Inc.	Other	2016	nildacox@eurofins.com
Carl Kircher (2016*)	Dade Mueller	FSMO	2016	calista.daigle@gmail.com calista.daigle@moellert.com
Kevin Hollmoks	DCID	Other	2018	john.gillette.1@us.af.mil
Cheryl Morton (2018)	Florida DOH	AB	2016	Carl.Kircher@floridadoh.com
Harry O'Neill (2018*)	LAB	AB	n/a	dkennard@lab.com
Richard Rago (2018*)	AIHA	AB	2018	cmorton@aiha.org
Nichelle Boudac (AB) Lauren Smith	Beacon Environmental Service, Inc.	FSMO	2018	Harry.ONeill@beacon-sea.com
	Haley & Aldrich, Inc.	FSMO	2018	RBago@haleyaldrich.com
	AZLA	AB	n/a	mbrade@AZLA.org




NEFAP EC Membership

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





1-25-17




NEFAP

- Nomination Committee Report
 - Tracey Szerszen




1-25-17



NEFAP

- The NEFAP Mobile Laboratory Subcommittee concluded their activities.
- 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.
- 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.
- 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.



1-25-17



NEFAP

- Mobile Lab SC Recommendations
- Propose Mobile Laboratory Task Force
- Develop an organizational approach to mobile laboratory accreditation throughout TNI programs.


Preparation of a Charter

Under the direction of the TNI Board of Directors, the Mobile Laboratory Task Force will:

- Develop and recommend consistent policies for the accreditation of mobile laboratories.
- Develop an organizational approach to mobile laboratories under multiple TNI programs and identify or clarify when each program is appropriate for accreditation.
- Recommend standard definition of mobile laboratories.



1-25-17




NEFAP


- Propose Mobile Laboratory Task Force

Preparation of the Charter

- [Task Force Charter 2016-DRAFT-12-20-16,IR MM.docx](#)



1-25-17

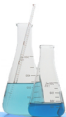


NEFAP

- Update to the NEFAP EC Charter

Preparation of a Charter
Policy's Charter Format

- [CHARTER - Policy Committee 01062017-1.pdf](#)
- [NEFAP EC Charter 2017-DRAFT-01 25 2017.doc](#)
- Example
- [Plan of Work Tracking Policy Committee.xlsx](#)



1-25-17



NEFAP EC Strategic Plan Subcommittee

- Strategic Plan Subcommittee – Marlene Chair



1-25-17



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.



1-25-17



NEFAP Accomplishments

- NEFAP Strategy Subcommittee Report
- 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.



1-25-17



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



1-25-17




NEFAP MARKETS

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




1-25-17



NEFAP EC

- Mediums – Mechanisms for Distribution
 - Video on the WEB Page

1-25-17




NEFAP EC Strategic Plan Subcommittee

- Strategic Plan Subcommittee – Marlene Chair
 - [NEFAP Advocacy Strategy PlanDEC16.docx](#)



1-25-17





NEFAP EC

- SOP REVIEW

Name	Date
□ SOP-5-101-Rev0-NEFAP-GenOperation-8-7-10-FINAL.doc	12/8/12
□ SOP-5-102-Rev1-NEFAP-#B98FA.doc	12/8/12
□ SOP-5-103-Rev4-NEFAP-Nomination-5-16-16-PROVISIONAL.doc	12/8/12
□ SOP-5-104-Rev0-NEFAP-Dispute-8-7-10-FINAL.doc	12/8/12
□ SOP-5-105-Rev2-NEFAP-Evaluation-PROVISIONAL-10-9-14.docx	12/8/12
□ SOP-5-106-Rev1-NEFAP-SIRs-1-13-15-PROVISIONAL.doc	12/8/12



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NEFAP EC

- Marlene – Evaluation
- Cheryl – Nomination
- Kim – Dispute SOP



1-25-17



NEFAP – Looking AHEAD

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


1-25-17




NEFAP – Looking AHEAD



- 17011 and 17025 Updates
- FAC Standards Updates
- NEFAP Evaluation

1-25-17



 **NEFAP – ACTION ITEMS**

- REVIEW of ACTION ITEMS
- Other Business



1-25-17

 **Contact Information**

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



1-25-17

Proposed Field Activities Task Force

2017 Charter

Revision: DRAFT-01-20-17

Mission

Develop an organizational approach to mobile laboratory accreditation throughout all TNI programs.

Under the direction of the TNI Board of Directors, the Field Activities Task Force will:

1. Develop and recommend consistent policies for the accreditation of field activities.
2. Develop and an organizational approach to field activities including mobile labs under multiple TNI programs and identify or clarify when each program is appropriate for accreditation.
3. Recommend standard definition of mobile laboratories and field activities (e.g.; sampling, testing).

Composition of the Committee

1. The Task Force will be chaired by a volunteer serving on the task force.
2. The Task Force will be composed of 6-8 members.
3. At a minimum, committee will include at least one member of the following stakeholder categories; NELAP AB, NEFAP AB, NGAB AB, Mobile Laboratory, and others.
4. It is preferable that NELAP AB representative include those with differing requirements/approaches to field activities or mobile labs accreditation.
5. There is no requirement for balance of membership.

Objectives

1. Develop consistent process for accreditation of field activities (e.g.; field testing, mobile laboratories) in NELAP
 - **Success Measure:**
 - The State ABs in NELAP and NGABs in TNI harmonize approach to field activities (e.g.; field testing, sample and mobile laboratory) accreditation so the process is consistent throughout program.
2. Develop organizational approach to field activities accreditation within TNI to clarify which program is appropriate for field activities seeking accreditation.
 - **Success Measures:**
 - Develop consensus on approach to accrediting field activities between NELAP, NGAB and NEFAP.
 - Develop guidance, flow chart, etc. to clarify which program is appropriate in different circumstances for field activities to understand their options and select the appropriate accreditation.
3. Standardize definition of field activities (or testing/sampling not performed at permanent facility).
 - **Success Measure:**
 - Develop a TNI organization endorsed definition of field activities (including field sampling/testing, mobile labs) for use in all TNI Standards and throughout the organization.
4. Review and recommend language in Standard revision(s) relating to field activities, if necessary.
 - **Success Measure:**

Marlene 1/20/2017 8:26 AM

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Marlene 1/20/2017 8:26 AM

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Marlene 1/20/2017 8:15 AM

Comment [1]: I thing we need to expand this from not only mobile labs but all field activities performed under all TNI programs (e.g.; NEFAP, NGAB and NELAP)

Marlene 1/20/2017 8:16 AM

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Marlene 1/20/2017 8:16 AM

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- All TNI Standards have clear language addressing [field activities](#) that do not conflict with other Standards.

Decision Making (*specify default option from Decision Making SOP 1-102*)

- Decision on review of any TNI procedure, policy or guide changes made by Majority Vote and in the presence of, or by electronic voting of, a committee quorum; voting options are: Yeah, Nay or Abstain.

Available Resources:

- Volunteer task force members
- Teleconference and A/V services
- Program Administrator support
- On-line storage, maintenance and archiving of applicable documents
- Stakeholder groups within TNI (i.e. NELAP [AC](#), NEFAP [EC](#), [NGAB/LASEC](#), CSDEC, etc.)

Anticipated Meeting Schedule:

- Teleconferences: regular schedule of monthly calls to be published on the TNI website.
- Additional teleconference calls as needed.
- Face-to-face meetings as needed at TNI conferences.

Marlene 1/20/2017 8:24 AM

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Marlene 1/20/2017 8:25 AM

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Marlene 1/20/2017 8:25 AM

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Attachment F – Strategic Planning Committee (12/16/16)

The NEFAP Strategy Sub-committee

Committee Members: Loretta Lehrman, EPA(?), Kim Watson, Stone Env., Justin Brown, EMT, Harry O'Neill, Beason, Tracy Szerszen, PJLA: Doug Leonard, ANAB: Michael Miller, Consultant: John Moorman, SFWMD: Paul Bergeron, LADEQ: Marlene Moore, ASI, Chair, Ilona Taunton, TNI

Committee Goals:

1. Develop focused approach to marketing NEFAP by identifying target audience.
2. Determine method for educating environmental professionals about NEFAP.
3. Develop mechanism for implementation including identifying resources, responsibilities for implementation and monitoring the process.
4. Evaluate and provide input to the NEFAP EC on the expansion of TNI NEFAP standard to non-traditional environmental areas. (e.g.; cannabis, food, etc.)

1. Marketing Focus

- The following is the list of target audiences: (in order of priority)
 - FSMO
 - FSMO Trade groups
 - Data users - end data user
 - Labs
 - Industry including field equipment manufacturers
 - Municipalities
 - Engineering Firms: Design, Implement, Review Environmental Projects
 - EPA-National and Regional Offices
 - State Agencies (Environmental, Public Health, Others)
 - DoD
 - USGS
 - Other Federal Agencies
- Develop a list of potential FSMOs to apply for accreditation. ABs can help with development of contacts. Contact them with updates and information about the program by sending brochure or having webpage with information on accreditation process and reason clients may want accreditation. Brochure may not be best approach but web page maybe alternative.
- Need to explore trade groups that can push this to their vendors.
- Federal and state agencies develop materials to “sell” accredited FSMO in contracts and requirements.
- Industry, municipalities, engineering firms, data users need to determine media mechanisms

- Labs could be targeted with information to share with their clients and samplers.

2. Mediums (Mechanism(s) for distribution)

- TNI NEFAP website needs to have a page added just for marketing of NEFAP related activities and place any marketing information developed by NEFAP. Some items were added in March 2016, but others needed such as Tulsa and Louisville presentations on Mobile labs.
- Vehicles to communicate include: YouTube, newsletters, presentations at conferences, brochures, interviews.
- Determine publications or websites that information should be presented.
- Post videos and webcasts on YouTube. Make them easy for people to get to. These can be short videos on specific things new FSMOs or people interested in requiring NEFAP can have access.
- Workshop developed with presentations from ABs, FSMOs, state and Data users – Progress underway with FSEA presentation in May, Webinar in June and session at NEMC in August
- Develop mailing list for NEFAP that includes in TNI and can target specific updates related to FSMOs. Under development in March 2016
- Videos need to be short snippets to hold people's attention.
- Need to look at which conferences would allow us to have discounted booth space at relevant conferences - attendees man the booth.
- Our success rate for getting abstracts accepted is high. Need more people helping out with this. Need to get more people involved in doing the presentation. Also need to identify which conferences it make sense to participate in. Target
- Need to hear from the people that are accredited. We can do short interview sessions with out clients. 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?
- 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. Brochure update and review due by April 7, 2016 with request for more (1000) printed.
- 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.

3. 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. This strategy committee is performing this role.
- The NEFAP EC evaluates the work of the group to determine the effectiveness of the advocacy on an annual basis. NOTE: Budget requirements for advocacy needed for presentation to EC.
- 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
- 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.
- WEBSITE UPDATES NEEDED:
 - benefits of becoming an accredited FSMO – then link to brochure or how to become an FSMO
 - Add “what customers are saying” with links to video clips, testimonials

Committee Action Items

Item	Responsible	Date	Status
Develop Plan	Committee	Jan 15, 2016	Done Updates monthly
Presentation listing on TNI website (take from FAC minutes) Need Specs for William Need website flow charts	Ilona T Justin Marlene	Jan 22 2017	Outline overview of website sent resend Dec 17, (?) Feb 2017
Scared Straight Presentation Developed for NEMC – ½ day or 1 day needs to be determined and Orange Cty Aug 2016 June NEMC presentation to be done “Why NEFAP?” Set-up to prepare Webcast or video	John M Ilona T John M. Ilona Justin Need person to coordinate	Orange county meeting	Complete For in-person presentation Need Webinar

1 hr web presentation by FSMO on why accreditation is important (maybe several) Do <u>shorts</u> of people describing how their organization benefited from NEFAP and/or how they approached accreditation Ask each accredited FSMO to send a phone video of why they chose to pursue NEFAP and any benefits their organization has experienced from the accreditation. Send to Ilona.	Ilona T.	To be redone on website Feb 2017	Status Dropbox set-up for clips
1 hr web presentation by ABs on why accreditation is important		Need – ? maybe covered by NEMC	
1 hr web presentation by EPA on FEM policy related to field activities		Need ??	
1 hr web presentation by data user on ways determine competency		maybe covered by shorts ??	
Need website support	Kim/Ilona		complete
EPA status on acceptance of NEFAP Get names and contacts of Regional Offices that oversee field activities.	Marlene/Lara	Jan 26 2017	Needs to be done
Develop focused web presentation of 0.5 hr for viewing to provide general information including relation to NELAP, ISO 9000 and ISO/IEC 17025	Marlene		Done on website under educational
Target specific industry/companies that contract out sampling and meet with them to update them about NEFAP and offer to help them write the requirement into the contract. They need to know time frame it takes a sampler to become accredited so they can put a time allowance into the contract for obtaining the accreditation.	Tracy Kim	Jan 26 2017	
Promote use of accredited samplers in TNI lab standard (NELAP). Asbestos volume includes some requirements for sampling and others provide requirements when lab takes samples. Determine if other guidance documents are available for field sampling and measurements where suggestion for use of accredited FSMO can be added.	Paul	Jan 2017	
Develop mailing list of FSMO	Ilona	Feb 2017	Continue Need update to email

Brochure review <ul style="list-style-type: none"> • Current audience • Need for other target audience material in addition to web info 	Ilona	Feb 2017	Done and update current Ongoing review
Include presentation, brochure, and information piece of recent legal actions related to field activities to show how NEFAP helps detect improper practices. http://www.justice.gov/usao-nj/file/796986/download	Need review	May be part of other presentation	ongoing
Newsletter article needed – every 4 months <ul style="list-style-type: none"> – August Conference update – Status of NEFAP evaluation process - Status of accredited FSMOs – Present in Newsletter 		Schedule needs update	
Budget presentation needs to EC for consideration.	Kim	Jan 2017	
Report to EC regarding expansion of NEFAP	Marlene	Jan 2017	Develop outline
FSEA meeting May Presentation	Marlene	Feb 2017	Develop and presenter