

NEFAP Executive Committee (NEFAP EC)
Meeting Summary
January 28, 2019

1. Roll call:

Kirstin Daigle, Chair, called the NEFAP Executive Committee to order on January 28, 2019 in Milwaukee at 10:30am Central. Attendance is included in Attachment A - there were 6 NEFAP EC committee members present.

2. Field Standard Discussion

Kirstin asked for input about the Field Standard and things people would like to see changed.

- Kirstin pointed to the complaint the Committee worked on. It has merit, but there is ambiguity in the Field Standard. There is some discretion, but it implies assessments should be every two years. This should be made clear in the Standard.
- Previous feedback is that accredited FSMOs would like more information in the Standard. The NEFAP EC needs to work with FAC to look for missing information.
- Kirstin asked that Shawn comment on what needs to be changed in the Standard considering the work that the Marketing/Strategic Planning Subcommittee is doing. Kirstin commented that the NEFAP EC has discussed looking at cannabis, food organizations, USDA, etc., Stack Testing has its own Standard, but Shawn is not sure where they are. The Subcommittee needs to look at the impact and potential of these markets. This will be something the Marketing/Strategic Planning Subcommittee will work on. They need to figure out how to make recommendations to the NEFAP EC.
- What happens when the Field Activities Task Force gives its recommendations? Does NEFAP EC need to be providing input? There are members on this Task Force that are on the NEFAP EC. It was noted that Paul Bergeron's term on the NEFAP EC is just about finished, but the Nomination Committee will determine if this needs to be extended. The Task Force's recommendation should be considered by the FAC.
- The Scope of Accreditation Guidance Document will also impact the FAC Standard.

Carl thinks there is lots of opportunity for the FAC to expand on sampling in regards to Scope of Accreditation in the AB Standard.

FAC needs to be sure to update the Scope Document. NEFAP EC did provide some comments about changing the format and expanding the information. Most of the recommendation was in restructuring the document. Kristin suggested that perhaps

this Committee might help with the rewrite of the Scope Guidance. She will discuss this with FAC.

- Tyler Sullens asked if an organization is NELAP accredited, could it get a NEFAP add-on. This question produced a lively discussion with a number of points that the NEFAP EC wants to investigate in a future meeting:
 - The 3 current NGABs are able to accredit to both NELAP and NEFAP and could possibly choose to do this during the same assessment. Is there a way that the NELAP ABs could do the same? Currently there are no governmental NEFAP ABs. NEFAP Add-on?
 - Historically there have been issues with the governmental ABs accepting the NGAB accreditations and assessments.
 - The governmental ABs have had regulatory issues that have prevented them from seeking NEFAP recognition. Is there something that can change to remove that road-block? Does the structure need to be the same as TELAP in the new TNI Structure – where there is a governmental box (NELAP) and a non-governmental box (TNI Environmental Laboratory Standard Recognition or non-NELAP). What are other options?
 - Could NEFAP ABs accept a NELAP accreditation for the systems portion of the audit and only review the NEFAP specific additions in the FSMO Standard? This would include still doing an on-site observation. Could reduce costs by shortening actual audit time, streamline application process, etc ...

These and more issues need to be reviewed and discussed. Perhaps there are opportunities to make some changes to NEFAP that make sense for all the stakeholders. The Field Accreditation Task Force is working on issues related to these, but the Committee would be sensitive to not overlap with the work already being done by the Task Force.

3. New Business

- None

4. Action Items

Action items can be viewed in Attachment B. The Committee reviewed these during the meeting and updates were noted in the table.

5. Next Meeting

The next meeting will be February 20, 2019 at 1pm Eastern by teleconference.
(Addition: The February meeting was canceled.)

Action Items are included in Attachment B.

The meeting was adjourned at noon Central.

Attachment A

TNI NEFAP Executive Committee

Members	Affiliation	Balance	Contact Information
Kirstin Daigle (2020*) Chair Present	Stone Environmental, Inc.	FSMO/Lab	kdaigle@stone-env.com
Tracy Szerszen (AB) Vice-Chair Present	PJ Laboratory Accreditation, Inc.	AB	tszerszen@pjlabs.com
Paul Bergeron (2019) Absent	LELAP	Other	Paul.bergeron@la.gov
Geneva Bowman (2021*) Absent	AIHA	Other	gbowman@aiha.org
David Fricker (AB) Absent	A2LA	AB	dfricker@A2LA.org
Jeff Buystedt (2021*) Absent	City of Bend Environmental Compliance	FSMO	jbuystedt@bendoregon.gov
Nilda Cox (2019) Absent	Eurofins Eaton Analytical Inc	FSMO/Lab	nildacox@eurofinsus.com
Calista Daigle (2019) Absent	NV5-Dade Moeller	FSMO	calista.daigle@gmail.com calista.daigle@moellerinc.com
Jeremy Driver (2021*) Present	Alabamba Power Company	FSMO	jddriver@southernco.com
Jacob Gruzalski (2021*) Absent	Environmental Standards Inc./Vitale Scientific Associates, LLC	FSMO	gruzalski@envstd.com
Pamela Hamlett (2021*) Absent	US Air Force/DoD	Other	pamela.hamlett@us.af.mil
Shawn Kassner (2020*) Present	Neptune and Company, Inc.	Other	skassner@neptuneinc.org
Carl Kircher (2019) Present	Florida DOH	Other	Carl_kircher@doh.state.fl.us
Keith Klemm (AB) Present	ANAB	AB	kklemm@anab.org
Janis La Roux (2021) Absent	H&P Mobile Geochemistry, Inc.	FSMO	janis.laroux@handpmsg.com
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

Attachment B

Action Items – NEFAP Executive Committee

	Action Item	Who	Expected Completion	Actual Completion
27	Forward FSMO names to Ilona.	Justin	3-15-13	No longer needed. Complete
39	Give Alternate name to Ilona.	All	9/30/10	Ongoing TBD
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. Leave on list.
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 Leave on list.
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. No longer needed.
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

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				can be expected. REMINDER SENT No longer needed.
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. 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.
172	Talk to Loretta about setting up a meeting.	Shawn	TBD	12/11/15: Justin will reach out. Leave on.
191	Check-in with members who have missed a number of meetings.	Kim	10/14/16	No longer needed.
195	Re-do "Why NEFAP?" videos.	Shawn	TBD	Look at Janis video.
200	Contact Harry about committee membership.	Kim	2/9/17	Complete
207	Call Zaneta and Michelle about need and process for testimonials.	Shawn/Tracy	TBD	Shawn
211	Add SOP 5-105 review to upcoming agenda.	Justin	TBD	No longer needed.
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.

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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 April Meeting	
224	Contact possible Task Force members and confirm their desire to serve.	Paul, Justin, Kirstin	11/25/17 Postponed to January 2018	Complete
226	Review NEFAP Evaluation SOP for updates based on SOP 7-101 Rev 0.	TBD	TBD	No longer needed.
227	Provide comments on the 2014 Standard to FAC.	TBD	April 2019	In Progress
228	Check with Michelle on how many FSMOs are accredited by A2LA or are applying to A2LA.	Kirstin	1/19/18	No longer needed.
229	Share view on impact of Sampling on ISO/IEC 17025 update with Kevin Holbrooks (FAC, Chair).	Tracy	2/20/18	Complete
230	Form task force and send recommendation to TNI Board.	Justin, Paul and Kirstin	2/28/18	Complete Spring 2018
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. Complete
232	Review possible language to Combined Evaluation SOP and send comments to Ilona by Wed, 2-28-18.	All	2/28/17	Complete Complete
233	NEFAP ABs provide information on Standard comparison for addition in Attachment D of the minutes.	Keith, Tracy, Michelle	5/16/18	Complete
234	Post Committee Membership Nominations for vote on the TNI website.	Ilona William	6/26/18	Complete

	Action Item	Who	Expected Completion	Actual Completion
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	Complete
236	Review information surrounding complaint and begin process of forming complaint subcommittee. Contact complainant with update.	Justin	6/10/18	Complete
237	Check with Nilda and Kirstin on Stakeholder group.	Justin	6/26/18	Complete
238	Provide agenda comments to Jerry. Special meeting and NEFAP EC meeting.	Justin/Kirstin/ Ilona	7/1/18	Complete
239	Get most current copy of DRAFT Scope Guidance Document from FAC.	Ilona	7/18/18	Complete
240	Finish up votes started at 6/27/18 meeting by email.	Ilona	7/18/18	Complete
241	Decide if final changes to SOP 5-103 are editorial.	All	7/18/18	Complete
242	Prepare Summary of comments on the FAC Scope Guidance Document and send to Committee for Review	Kirstin	Before next FAC meeting.	Complete
243	Present Scope Guidance Document comments to FAC.	Kirstin	Next FAC meeting.	Complete
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	Complete
246	Review possible impact/opportunity of the America's Water Infrastructure Act of 2018 that was signed into law on October 23, 2018.	Norman	March Meeting	
247	Redraft Complaint Information if Carl and Cheryl don't have a copy.	Kirstin Carl	February Meeting	

	Action Item	Who	Expected Completion	Actual Completion

Attachment C

Backburner / Reminders – NEFAP Executive Committee

	Item	Meeting Reference	Comments
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	