

**NEFAP Executive Committee (NEFAP EC)**  
**Meeting Summary**  
**October 13, 2020**

1. Roll call:

Justin Brown, Chair, called the NEFAP Executive Committee to order on October 13, 2020 at 10:30am Eastern. Attendance is included in Attachment A - there were 9 NEFAP EC committee members present and 4 Associate Members present.

Votes received on the 9/3/2020 minutes: For: Halley and David. 9/3/20 minutes are now approved.

2. Marketing Workgroups Update

Justin got an extension and the information will now be due to the TNI Board on November 9, 2020. More time was needed to pull the final document together.

Justin shared the Marketing Workgroups report changes and asked for comment.

- Include support of accreditation bodies in Strengths.
- Add an additional strength: It's a system that can demonstrate competency. Unique system for FSMOs to demonstrate competency.
- Change "necessary" to "critical".
- Look at Worksheet 11 and see if anything needs to be added or changed. Justin will do this.
- Who/What/Why/How: Need to clean-up a little ... but concept is good.
- Change "client" to "data users".
- "Litigious sites" should be changed to "high profile". Add "e.g." and "etc, ...".
- FSMO's need promotional presentations explaining the value of NEFAP accreditation.
- Reach out to data users to discuss NEFAP and TNI. Not just federal and state regulators.
- Expand on case studies bullet.
- Add "Work with other organizations doing training to build mutually beneficial or cross promotion relationship."
- Online Resources: Need better coordination between NELAP and NEFAP. Robin Cook is using a FB and Instagram site for small lab advocacy. Halley noted that Advocacy didn't want to control things right now. This needs to be fleshed out. Who will take care of the social media sites? Committee volunteers? Program Administrator? Chair?

- Ilona commented that some time frames are needed for implementation. Justin agreed that this would help extend the time frame to turn things around. These can be general time frames (e.g., Spring 2021, Winter 2022, etc...).
- More examples are needed. Need more training info.
- Need to flesh out more of what we mean ... there are a number of spots where more information is needed.

Justin asked people to monitor their email because a lot of this will need to be done by email.

### 3. Metrics

Justin is still working on this. More explanation is needed to describe the point of the metrics.

### 4. New Business

Need to finalize SOPs and work on our NEFAP Internal audit checklist. We also need to consider working on SOP 5-101. Ilona will work on an SOP to decouple recognition from evaluation (by end of September).

The evaluation checklists need to be completed before applications can be sent for renewal to the ABs. The timeline for applications has probably shifted to the end of the year.

### 5. Action Items

Action items can be viewed in Attachment B.

### 6. Next Meeting

The next meeting will be on Wednesday, October 21, 2020 at 1pm Eastern by teleconference. (*Addition: Meeting was delayed to October 28, 2020*).

Action Items are included in Attachment B.

The meeting was adjourned at 12pm Eastern. (Motion: Tracy Second: Paul Unanimous approval.)

## Attachment A

## TNI NEFAP Executive Committee

Members	Affiliation	Balance	Contact Information
Justin Brown (FSMO) (2023*) Chair <b>Present</b>	EMT	FSMO/Lab	jbrown@emt.com
Tracy Szerszen (AB) Vice-Chair <b>Present</b>	PJ Laboratory Accreditation, Inc.	AB	tszerszen@pjlabs.com
Paul Bergeron (2020)  <b>Present</b>	LELAP	Other	Paul.bergeron@la.gov
Geneva Bowman (2021*)  <b>Beth is here.</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
Elizabeth Turner (2022*)  <b>Present</b>	Pace	Lab	Elizabeth.Turner@pacelabs.com
Jeremy Driver (2021*)  <b>Absent</b>	Alabama Power Company	FSMO	jddriver@southernco.com
Jacob Gruzalski (2021*)  <b>Absent</b>	Environmental Standards Inc./Vitale Scientific Associates, LLC	FSMO	<a href="mailto:jgruzalski@envstd.com">jgruzalski@envstd.com</a>
Pamela Hamlett (2021*)  <b>Present</b>	US Air Force/DoD	Other	pamela.hamlett@us.af.mil
Halley Dunn Hastings (2022*)  <b>Present</b>	AAA Analytical	Other	hhastings@aaanalytical.com
Suzie Nawikas (2022*)  <b>Absent</b>	H&P Mobile Geochemistry, Inc.	FSMO	Suzie.nawikas@handpmg.com
Patrick Selig (AB)  <b>Present</b>	ANAB	AB	pselig@anab.org
Stephanie Sparkman (2022*)  <b>Absent</b>	CS Laboratories, Inc.	FSMO	ssparkman@cslaboratories.com
Ryan Pangelinan (2022*)  <b>Absent</b>	Oregon Health Authority	Other	<a href="mailto:Ryan.pangelinan@dhsosha.state.or.us">Ryan.pangelinan@dhsosha.state.or.us</a>
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

<b>Associate Members</b>	<b>Attendance</b>	<b>Contact Information</b>
Marlene Moore	X	mmoore@advancedsys.com
John Moorman	X	jmoorma@sfwmd.gov
Scott Haas	X	shaas@etilab.com
Kevin Holbrooks		holbke@jea.com
Shannon Swantek	X	shannon@enlightenedquality.com
Calista Daigle		cdaigle@aaanalytical.com
Shawn Kassner		shawn.kassner@pacelabs.com
Tyler Sullen		tasullen@southernco.com
Nilda Cox		nildacox@eurofinsus.com
Beth Durman	X	bdurman@aiha.org
Carl Kircher		Carl.Kircher@flhealth.gov
Kirstin Daigle		PACE
Kieth Klemm		ANAB
Beth Furman		AIHA

**Attachment B**

**Action Items – NEFAP Executive Committee**

	<b>Action Item</b>	<b>Who</b>	<b>Expected Completion</b>	<b>Actual Completion</b>
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	<del>3/5/15</del> 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.

	<b>Action Item</b>	<b>Who</b>	<b>Expected Completion</b>	<b>Actual Completion</b>
				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

	<b>Action Item</b>	<b>Who</b>	<b>Expected Completion</b>	<b>Actual Completion</b>
				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

	<b>Action Item</b>	<b>Who</b>	<b>Expected Completion</b>	<b>Actual Completion</b>
				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	
266	Work on SOP to decouple NEFAP AB Certificates from evaluations.	Ilona	TBD	End of September
267	Update SOP 5-103 per Policy Committee comments and addition of vacancy procedure.	Ilona	TBD	
274				



**Attachment C**

**Backburner / Reminders – NEFAP Executive Committee**

	<b>Item</b>	<b>Meeting Reference</b>	<b>Comments</b>
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	