

NEFAP Executive Committee (NEFAP EC)
Meeting Summary
October 15, 2019

1. Roll call:

Kirstin Daigle, Chair, called the NEFAP Executive Committee to order on October 15, 2019 at 1pm Eastern. Attendance is included in Attachment A - there were 10 NEFAP EC committee members present. Associates: Scott Haas, Shawn Kassner, Justin Brown, Kevin Holbrooks. Guest: Beth Durman (AIHA).

A motion was made by Keith to accept the September 25, 2019 minutes with the correction to the meeting date in the first paragraph. The motion was seconded by Tracy and unanimously approved.

2. Task Force Flowchart

Paul Bergeron and Scott Haas (Chair, FAC and member of Field Activities Task Force) presented a flowchart the Task Force is working on (Attachment D).

Tracy asked why calibration is part of the flowchart. Paul mentioned that it is part of the ISO/IEC 1702 Standard.

Kirstin walked through the flowchart. She asked if any organizations need to have both NEFAP and NELAP. Paul noted that this is the type of situation that this Task Force is trying to address.

Suzie noted that she works for an organization with mobile labs. She emphasized that sampling is different than the analytical part. If their chemist steps outside of the mobile lab facility and does testing in the field, it is in accordance with NEFAP. She also noted that the word “calibration” in the flowchart throws things off. She thinks of calibration as analytical.

Shawn commented that sampling is just the sampling process – plan, how done, etc ... Calibration is another part of the Standard. Tracy noted we use calibration sources. If a lab is calibrating themselves, they would need to seek additional accreditation to do that.

Stephanie is accredited by Oregon and the only thing they do is sampling. They rely on certificates for their calibration and Oregon is fine with that. Oregon does not offer calibration accreditation. They don't calibrate. They use calibrated instruments like balances – support equipment.

Kirstin noted that the definition of calibration on the flowchart does not fit with the concept of a calibration organization in ISO/IEC 17025. It should be removed from the flowchart or better defined. Tracy thinks it should be removed. It confuses people.

Jeff is looking at pH meters and there is a calibration check that is performed. Kirstin said this relates to traceability. They do work in the field that is not done in the lab.

Scott noted that part of the confusion is understanding when analysis in the field is covered in the mobile laboratory and when it is testing out in the field. How does this relate to NEFAP and NELAP accreditation? Scott also noted that the calibration definition was added because of the definition of laboratory in the ISO/IEC 17025 Standard.

Kirstin noted that NELAP is a number of years away from ISO/IEC 17025:2017 and NEFAP is working on updating to this new Standard now. How does this impact the work of the Task Force? Scott noted that sampling does definitely fall into the NEFAP Standard currently.

Scott described a scenario where he has a pick-up truck and he heads out to a monitoring well to pull a sample. He also does a conductivity and pH measurement while he is sampling. He pulls the sample and then runs pH tests on it using his calibrated meter. When is it field sampling and when is it laboratory analytical? Suzie noted that their field meters are covered under NEFAP and it is not NELAP. NELAP does not currently cover sampling in their Scopes.

Jeff commented they have individuals that are in the lab and other individuals that are in the field. They are not the same people. They are separated.

Currently it looks like a lab would need to have both NEFAP and NELAP if they are doing sampling.

Scott asked that everyone continue to look at this and provide comments to either Scott Haas or Paul Bergeron.

Kirstin would like to revisit the flowchart at the next meeting and then send any additional discussion to the Task Force.

Keith had some additional suggestions:

- Define what the color of the arrow mean – yes or no.
- In second gray box – indicate what Standard.
- In third box on left – remove calibration.

There was general agreement with all three suggestions.

3. Action Items

Action items were reviewed, and changes and comments were added to Attachment B.

4. SOP 5-103 – Nominating SOP

Keith reviewed the Policy comments and made updates to the SOP. Kirstin displayed the SOP on screen and reviewed the changes.

A motion was made by Paul to accept SOP 5-103 as amended by Keith and sent with the Agenda. The motion was seconded by Stephanie and unanimously approved.

5. New SOP – COI – 5-107

Geneva reviewed the new SOP she worked on. Geneva asked whether Committee members should sign a COI? General thoughts were that this was not necessary.

The term balance was questioned. It could be lack of dominance instead? The goal is that no stakeholder group has dominance. It was decided to leave the term as balance.

Does the SOP need to address how long a conflict of interest exists? Paul gave an example that an employee in the accreditation department in Louisiana cannot be employed by a laboratory for two years. Kirstin thinks this is addressed in the SOP and it gives the opportunity to have this type of discussion. It is on a case by case basis. Paul noted this means we need to be consistent.

5.5 – Add the word intentionally.

Geneva will update the SOP and send it to Kirstin and Ilona to send out for email vote or for review and finalization at the next meeting.

6. New Business

None

7. Action Items

Action items can be viewed in Attachment B. See discussion above in #3.

8. Next Meeting

The next meeting will be on Wednesday, November 20, 2019 at 1pm Eastern by teleconference.

Action Items are included in Attachment B.

The meeting was adjourned at 2:47pm Eastern. (Motion: Tracy Second: Keith Unanimous approval.)

Attachment A

TNI NEFAP Executive Committee

Members	Affiliation	Balance	Contact Information
Kirstin Daigle (2020*) Chair Present	Pace Analytical Services	FSMO/Lab	Kirstin.daigle@pacelabs.com
Tracy Szerszen (AB) Vice-Chair Present	PJ Laboratory Accreditation, Inc.	AB	tszerszen@pjlabs.com
Paul Bergeron (2019) Present	LELAP	Other	Paul.bergeron@la.gov
Geneva Bowman (2021*) Present	AIHA	Other	gbowman@aiha.org
David Fricker (AB) Present	A2LA	AB	dfricker@A2LA.org
Jeff Buystedt (2021*) Present	City of Bend Environmental Compliance	FSMO	jbuystedt@bendoregon.gov
Nilda Cox (2019) Absent	Eurofins Eaton Analytical Inc	FSMO/Lab	nildacox@eurofinsus.com
Elizabeth Turner Absent	Pace	Lab	Elizabeth.Turner@pacelabs.com
Jeremy Driver (2021*) Absent	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*) Present	US Air Force/DoD	Other	pamela.hamlett@us.af.mil
Halley Dunn Hastings Absent	NV5	Other	Halley.dunn@nv5.com
Suzie Nawikas Present	H&P Mobile Geochemistry, Inc.	FSMO	Suzie.nawikas@handpmg.com
Keith Klemm (AB) Present	ANAB	AB	kklemm@anab.org
Stephanie Sparkman Present	CS Laboratories, Inc.	FSMO	ssparkman@cslaboratories.com
Ryan Pangelinan Absent	Oregon Health Authority	Other	Ryan.pangelinan@dhsosha.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

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.
172	Talk to Loretta about setting up a meeting.	Shawn	TBD	12/11/15: Justin will reach out. Leave on. - DELETE
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

	Action Item	Who	Expected Completion	Actual Completion
				Standard more value added. Scott will 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

	Action Item	Who	Expected Completion	Actual Completion
				decide how to make it happen. Ilona will send reminder to Norman.
247	Redraft Complaint Information if Carl and Cheryl don't have a copy.	Kirstin Carl	February Meeting	Document needs to be re-created. COMPLETE
250	Work with Carl and Ilona on next steps to address COI.	Tracy	6/15/19	Should start with COI SOP. COMPLETE
251	Continue work on Scope Guidance document to present to the Committee in June.	Tracy and Scope Guidance Subcommittee	6/18/19	See # 244. Close this action item.
252	DRAFT COI SOP using NELAP SOP as a starting point.	Geneva	October 2019	Review DRAFT.
253	Send Worksheet 11 to Justin.	Kirstin/Ilona	8/1/19	COMPLETE
254	Talk to Jerry to get list of Industry people coming to NEMC.	Ilona	7/24/19	COMPLETE
255	Provide DRAFT of Worksheet 11 to NEFAP EC before September meeting.	Justin	9/18/19 <i>(Addition: Changed to 9/25/19)</i>	COMPLETE
256	Kirstin will send a complaint response to the complainant and a copy to the NEFAP EC.	Kirstin	10/15/19	COMPLETE
257	Ilona will provide a Word version of SOP 5-103 to update the SOP. Ilona will forward this to Keith to make a DRAFT update before the next meeting.	Ilona/Keith	10/14/19	SOP to be reviewed.
258	Prepare first DRAFT of COI SOP.	Geneva	10/14/19	SOP to be reviewed in November.
259	Complete DRAFT of SOP 5-104	Tracy	10/14/19	Needs to be reviewed.
260	Be prepared to comment on Worksheet 11 by email the first week of October	All	10/4/19	COMPLETE

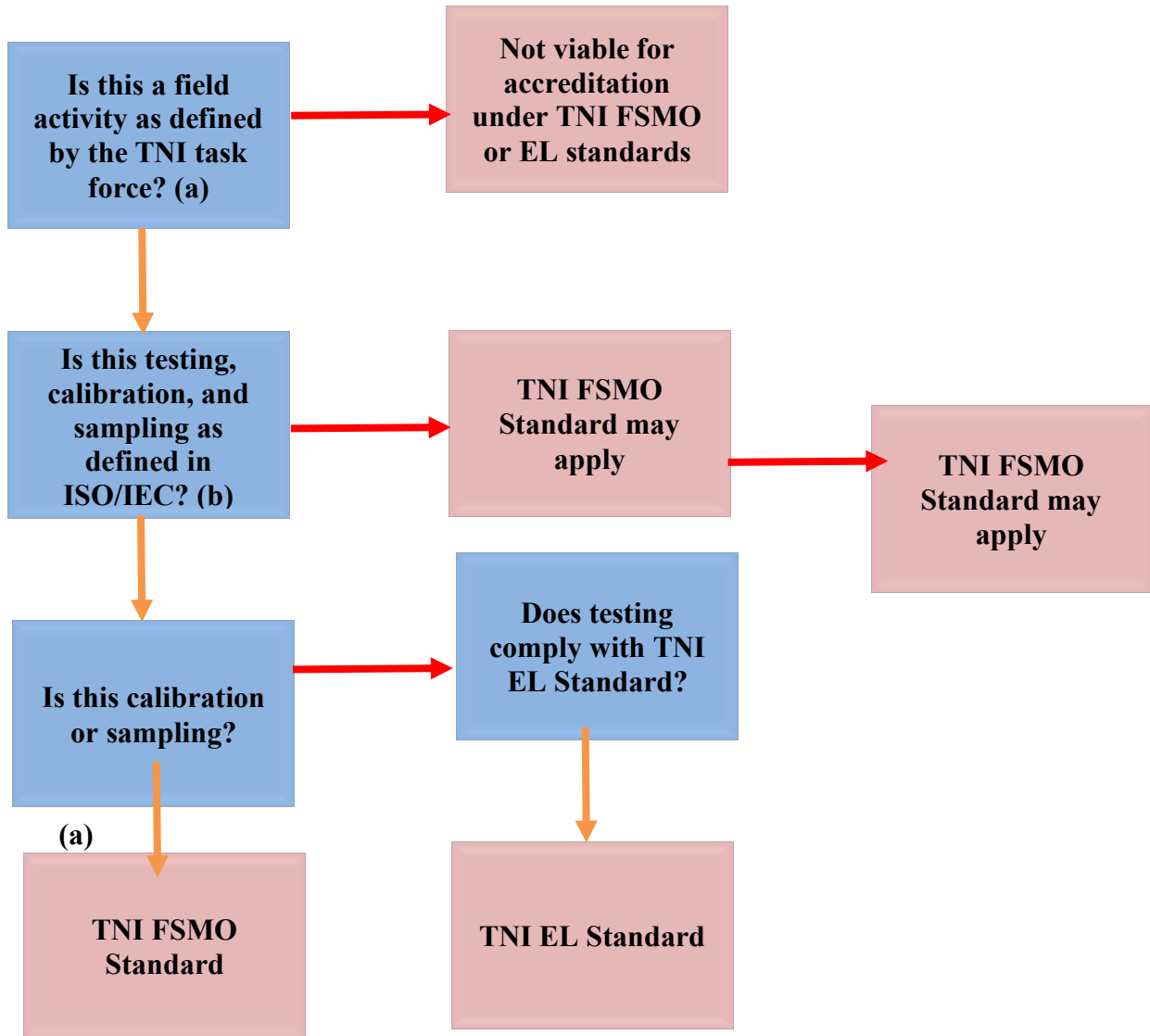
	Action Item	Who	Expected Completion	Actual Completion
261	Update COI SOP and send to Kirstin and Ilona.	Geneva	No later than 11/19/19	
262	Present Status of New Standard in November. See action item 227.	Scott	11/20/19	
263	Present Scope ideas from the Task Force. Kirstin will distribute current version of Scope document before the next meeting. See action item 244.	Paul, Kirstin	11/19/19	

Attachment C

Backburner / Reminders – NEFAP Executive Committee

	Item	Meeting Reference	Comments
4	Review Charter.	October 2019	
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	

Attachment D.



a) **Field Activity:** Testing, calibration, or sampling performed outside of the confines of the conformity assessment body's (CAB) controlled fixed facility

b) **Testing:** *determination of one or more characteristics of an object of conformity assessment, according to a procedure*

Sampling: *provision of a sample of the object of conformity assessment, according to a procedure*

Calibration: *set of operations which establishes, by reference to standards, the relationship which exists, under specified conditions, between an indication and a result of a measurement*