

**NEFAP Executive Committee (NEFAP EC)**  
**Meeting Summary**  
**October 24, 2018**

1. Roll call:

Kirstin Daigle, Chair, called the NEFAP Executive Committee to order on August 9, 2018 by teleconference at 11am Eastern. Attendance is included in Attachment A - there were 7 NEFAP EC committee members present. Associate members present: Marlene Moore and Tyler Sullens (joined at 12pm Eastern).

There was not a quorum, so committee members are asked to review the minutes by email. They will be approved by email or at the next meeting.

2. Task Force

Paul provided an update. He noted that during the last meeting the Task Force discussed:

- Secondary accreditation for mobile labs. Detail was provided on Kansas.
- Draft language for Field and NELAP standards was reviewed. Marlene and Paul prepared this language. They re-discussed a possible goal of one standard for field and lab. Are we going to prepare language for two separate documents or a unified document?
- Differences between fix based lab vs. mobile lab requirements. Nick Nigro will be supplying research Pace has done on different state requirements – including non NELAP states. Hoping for more insight on language.

The next call is Friday. Kirstin asked about timing for work of this group. Paul commented that he is hoping to have something for review by next August. Paul can provide an update for the Milwaukee meeting.

3. SOP 5-103 (Nominations)

Ilona sent SOP 5-103 back out to the committee because the vote was never completed. Kirstin pulled it up on Webex so the committee could review the changes.

Marlene asked if the definitions need any updates based on the new ISO/IEC documents. They do not.

Definitions. Remove Program in AB definition. It is redundant since P in NEFAP mean Program.

A motion was made by Russell to accept SOP 5-103 (Nomination) as distributed by email on 10-24-18 with deletion of Program in the AB definition. The motion was seconded by Jeremy. All present on the call voted For and the vote will be finished by email.

Kirstin noted that the committee will continue to work on review of SOPs.

#### 4. Complaint

A number of months ago a complaint was received. A subcommittee consisting of Cheryl, Carl and Kirstin was formed. A response was written and will be forwarded to the committee for review during the November meeting.

#### 5. FAC Scope Guidance Document

The FAC completed a DRAFT of the Scope Guidance Document that they sent to the NEFAP EC for review a number of months ago. Ilona resent the most current copy to the Committee.

Ilona provided some background on the origin of the document. Kirstin presented the document on Webex and asked for comments as she reviewed the document.

- Kirstin expected to see a list of matrices. Russell pointed out they are towards the bottom. This needs to be pointed out.
- There are issues with the flow of the document.
- Is there talk about adding Cannabis? Kirstin will ask FAC.
- Marlene commented that Program and Methods are discussed. She doesn't see the purpose for that.
- It was noted that comments are still in the document. Ilona responded that the comments were left in the document because they were received as the document was being sent to the NEFAP EC. The comments can be reviewed and discussed and commented on.
- Paul commented that perhaps the technologies should be moved to page 4 or 5.
- The format of the document is somewhat confusing. Pam commented that a chart to summarize the information would be more helpful. Paul also liked this idea.
- It was commented that the main audience for the document was intended to be for ABs. There are some parts of the document that appear to be

geared towards FSMOs. Is this intended? If so, the scope of the document needs to be expanded.

- Section 7.3 of the new ISO/IEC Standard refers to it as methods. Russell thought techniques. Grabs are techniques – not technology.

After further discussion it was agreed that Kirstin will present the NEFAP EC comments at the next FAC meeting. She will prepare a summary, but would like to present the comments verbally. This would be initial feedback in hopes the FAC will work on the document and send it back to the NEFAP EC after the format suggestions are considered.

Paul noted that all of this starts with the application for accreditation. If these concepts are organized in the application they will translate to a scope accreditation document. Both ends need to be consistent.

How can the application be set-up to accommodate this? Each AB has an application. Each AB had matrix on their application. Marlene noted that their applications drive what is on the certificate.

Kirstin will send the summary for FAC to the people on the call today to make sure she captured today's discussion correctly. Then send to FAC for their next meeting

Ilona noted that Jacob added some comments by email that should consider in her summary.

## 6. New Business

None

## 7. Action Items

Action items can be viewed in Attachment B.

## 8. Next Meeting

The next meeting will be rescheduled to November 28<sup>th</sup> at 11am Eastern due to the holiday.

Action Items are included in Attachment B.

The meeting was adjourned at 12:31pm Eastern. (Motion: Russell Second: Paul Unanimously approved.)

## Attachment A

### TNI NEFAP Executive Committee

Members	Affiliation	Balance	Contact Information
Kirstin Daigle (2020*) Chair <b>Absent</b>	Stone Environmental, Inc.	FSMO/Lab	kdaigle@stone-env.com
Tracy Szerszen (AB) Vice-Chair <b>Absent</b>	PJ Laboratory Accreditation, Inc.	AB	tszerszen@pjlabs.com
Paul Bergeron (2019)  <b>Present</b>	LELAP	Other	Paul.bergeron@la.gov
Geneva Bowman (2021*)  <b>Absent</b>	AIHA	Other	gbowman@aiha.org
Michelle Bradac (AB)  <b>Absent</b>	A2LA	AB	mbradac@A2LA.org
Jeff Buystedt (2021*)  <b>Present</b> (joined at end of meeting)	City of Bend Environmental Compliance	FSMO	jbuystedt@bendoregon.gov
Nilda Cox (2019)  <b>Absent</b>	Eurofins Eaton Analytical Inc	FSMO/Lab	nildacox@eurofinsus.com
Calista Daigle (2019)  <b>Abent</b>	Dade Moeller	FSMO	calista.daigle@gmail.com calista.daigle@moellerinc.com
Jeremy Driver (2021*)  <b>Present</b>	Alabamba Power Company	FSMO	jddriver@southernco.com
Jacob Gruzalski (2021*)  <b>Absent</b>	Environmental Standards Inc./Vitale Scientific Associates, LLC	FSMO	gruzalski@envstd.com
Pamela Hamlett (2021*)  <b>Present</b>	US Air Force	Other	pamela.hamlett@us.af.mil
Shawn Kassner (2020*)  <b>Absent</b>	Neptune and Company, Inc.	Other	skassner@neptuneinc.org
Carl Kircher (2019)  <b>Abent</b>	Florida DOH	Other	Carl_kircher@doh.state.fl.us
Keith Klemm (AB)  <b>Absent</b>	ANAB d/b/a Laboratory Accreditation Bureau	AB	kklemm@anab.org
Janis La Roux (2021)  <b>Absent</b>	H&P Mobile Geochemistry, Inc.	FSMO	janis.laroux@handpmsg.com
Norman Rodriguez-Iglesias (2021*)  <b>Present</b>	EPA Region III	Other	rodriguez.norman@epa.gov
Russell Schindler (2020*)  <b>Present</b>	SampleServe.com	FSMO	schindler@sampleserve.com
Iiona Taunton (Program Administrator) <b>Present</b>	The NELAC Institute		tauntoni@msn.com

**Attachment B**  
**Action Items – NEFAP Executive Committee**

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

	<b>Action Item</b>	<b>Who</b>	<b>Expected Completion</b>	<b>Actual Completion</b>
				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.
172	Talk to Loretta about setting up a meeting.	TBD	TBD	12/11/15: Justin will reach out.
191	Check-in with members who have missed a number of meetings.	Kim	10/14/16	
195	Re-do "Why NEFAP?" videos.	Kim, Justin	As soon as possible.	
200	Contact Harry about committee membership.	Kim	2/9/17	Expired. Harry will be moving off the committee next month.
207	Call Zaneta and Michelle about need and process for testimonials.	Kim	5/2/17	
211	Add SOP 5-105 review to upcoming agenda.	Justin	TBD	
217	Update Jerry's NEFAP presentation and send back to NEFAP EC for final approval as a template.	Justin	TBD	
221	Discuss with Advocacy the possibility of California using the NEFAP Standard for field and mobile lab accreditation.	Kirstin	10/17/17	
223	Update Strategic Plan document for review by committee.	Kirstin / Marlene / Ilona/Justin	10/17/17	Plan to review in November.
224	Contact possible Task Force members and confirm their desire to serve.	Paul, Justin, Kirstin	<del>11/25/17</del> Postponed to	

	<b>Action Item</b>	<b>Who</b>	<b>Expected Completion</b>	<b>Actual Completion</b>
			January 2018	
226	Review NEFAP Evaluation SOP for updates based on SOP 7-101 Rev 0.	TBD	TBD	
227	Provide comments on the 2014 Standard to FAC.	TBD	TBD	
228	Check with Michelle on how many FSMOs are accredited by A2LA or are applying to A2LA.	Kirstin	1/19/18	
229	Share view on impact of Sampling on ISO/IEC 17025 update with Kevin Holbrooks (FAC, Chair).	Tracy	2/20/18	
230	Form task force and send recommendation to TNI Board.	Justin, Paul and Kirstin	2/28/18	
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.
232	Review possible language to Combined Evaluation SOP and send comments to Ilona by Wed, 2-28-18.	All	2/28/17	
233	NEFAP ABs provide information on Standard comparison for addition in Attachment D of the minutes.	Keith, Tracy, Michelle	5/16/18	
234	Post Committee Membership Nominations for vote on the TNI website.	Ilona William	6/26/18	
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	
236	Review information surrounding complaint and begin process of forming complaint subcommittee. Contact complainant with update.	Justin	6/10/18	

	<b>Action Item</b>	<b>Who</b>	<b>Expected Completion</b>	<b>Actual Completion</b>
237	Check with Nilda and Kirstin on Stakeholder group.	Justin	6/26/18	
238	Provide agenda comments to Jerry. Special meeting and NEFAP EC meeting.	Justin/Kirstin/ Ilona	7/1/18	
239	Get most current copy of DRAFT Scope Guidance Document from FAC.	Ilona	7/18/18	
240	Finish up votes started at 6/27/18 meeting by email.	Ilona	7/18/18	
241	Decide if final changes to SOP 5-103 are editorial.	All	7/18/18	
242	Prepare Summary of comments on the FAC Scope Guidance Document and send to Committee for Review	Kirstin	Before next FAC meeting.	
243	Present Scope Guidance Document comments to FAC.	Kirstin	Next FAC meeting.	



**Attachment C**

**Backburner / Reminders – NEFAP Executive Committee**

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