

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

1. Roll call:

Kirstin Daigle, Committee Vice-Chair, called the NEFAP Executive Committee meeting to order on October 25, 2017 by teleconference at 11am Eastern. Attendance is included in Attachment A - there were 6 committee members present. Associate Members present: Kim Watson and William Batschelet.

The September meeting minutes were distributed by email. Russell made a motion to accept the 9/20/17 minutes as written. The motion was seconded by Shawn. Vote: Kirstin, Nilda, Seb, Morgan, Shawn, Russell – For 0 – Against 0 – Abstain. The vote will be completed by email.

(Addition:

Calista – For (11/1/17)

Zaneta – For (11/7/17)

The motion passed and the minutes will be posted on the TNI website.)

2. Mobile Laboratory Task Force

Kirstin directed everyone to look at Attachment E in the previous meeting minutes (9/20/17). There is a copy of the charter and comments from the Board in forming this Task Force.

Paul compiled a list of possible members. This list was sent to the committee with today's agenda. We are looking for 6-8 members from NELAP AB, NEFAP AB, TNI Environmental Laboratory Standard Recognition AB, and Mobile Laboratory/FSMO. Kirstin would like to see 2 members from each category.

NELAP ABs

Possible NELAP AB candidates included Victoria Pretti (NY), Chris Redman (OR), Myron Gunalus (KS), Ken Lancaster (TX) and Cathy Westerman (VA).

Kim noted that Myron would be a good addition because Kansas has been looking at NEFAP and there is new leadership in New York and they are now offering Mobile Lab accreditation to fixed facilities with mobile laboratories. New York may have more input on the sampling side.

Paul Bergeron (LA) should also be on the list.

Nilda thinks that Gary and Shannon were very interested in NEFAP, but now with new management they are restructuring and don't appear to be as involved. Oregon is also looking at using third-party assessors. There may be some resource issues, but Kim thinks Oregon membership should still be included.

Cathy from Virginia has a strong program and is very involved in the NELAP AC. Her involvement would be a plus.

Nilda asked about involving Carl from Florida, but he is already a member of the NEFAP EC and has a very busy committee schedule.

Non-Governmental ABs

Michelle (A2LA) and Tracy (PJLA) are willing to participate.

FSMO/Mobile Lab

The committee will need involvement from both sampling and field analysis.

Possible members include Nick Nigro (Pace Analytical), Natalie Hammonds (Weston), Scott Brown (Clean Air Engineering) and Valeng Respass (Enthalpy Analytical).

Kirstin suggested that Morgan Greenwald (Cascade Technical) be added to the list. Morgan, who was on the call said she is happy to participate on the taskforce. She is one of the few that doesn't have a strong fixed facility, so this would be a beneficial perspective for the task force.

Pace does have mobile labs.

Westin – lots of field sampling experience.

Ilona noted that Justin likely knows each of these people and will have input.

Kirstin and Ilona think Scott is involved in stack testing. Valeng also does stack testing.

Shawn asked about TestAmerica and Microbac. Ilona pointed out that TestAmerica offers some field services but that Pace would have similar experience and a there is a volunteer from Pace on the candidate list.

Shawn will reach out to Donna with Microbac and see if they are offering any field services.

Kirstin will provide the list developed above to Paul Bergeron and ask him to confirm each person's desire to serve on the Task Force. The final list of candidates willing to serve will be reviewed during the November meeting and a final membership list will be developed so the Task Force can begin work.

3. Strategic Plan

Kirstin will talk to Marlene about doing a Strategic Plan update. This report will be shared with the NEFAP EC. Ilona and Justin will help with this.

4. New Business

Justin will need to step back for a couple of more months, so Kirstin will be planning to lead the meeting in Albuquerque in January. She asked for volunteers to help her do this.

5. Action Items

Action items can be viewed in Attachment B.

6. Next Meeting

The next meeting of the NEFAP Executive Committee will be on Tuesday, 11-28-17, at 1pm Eastern.

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

The meeting was adjourned at 11:47 AM Eastern. (Russell - motion, Shawn - second. Unanimous approval.)

Attachment A

**Participants - 8
TNI NEFAP Executive Committee**

Members	Affiliation	Balance	Contact Information	
Justin Brown (2018) Chair Absent	EMT	FSMO	(847)324 3350	jbrown@emt.com
Kirstin Daigle Vice-Chair Present	Stone Environmental, Inc.	Other	802-778-0423	kdaigle@stone-env.com
Doug Berg (AB) Absent	PJ Laboratory Accreditation, Inc.	AB	(248)709-0096	dberg@pjlabs.com douglasberg@gmail.com
Paul Bergeron (2016*) Absent	LELAP	Other	225-219-3247	Paul.bergeron@la.gov
Michelle Bradac (AB) Absent	A2LA	AB	301-644-3227	mbradac@A2LA.org
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) Present	DOD	Other	(210) 395-8434	john.gillette.1@us.af.mil
Morgan Greenwald Present	Cascade	FSMO	802-229-2197	mgreenwald@cascade-env.com
Shawn Kassner Present	Neptune and Company, Inc.	Other	303-981-2780	skassner@neptuneinc.org
Carl Kircher (2016*) Absent	Florida DOH	Other	904-791-1574	Carl_kircher@doh.state.fl.us
Janis La Roux (2018*) Absent	H&P Mobile Geochemistry, Inc.	FSMO	619-933-2751	janis.laroux@handpmg.com
Cheryl Morton (2018) Absent	AIHA	Other	703-846-0789	cmorton@aiha.org
Harry O'Neill (2018*) Absent	Beacon Environmental Service, Inc.	FSMO	410-688-4762	Harry.ONeill@beacon-usa.com
Zaneta Popovska (AB) Absent	ANAB	AB	(260)637-2705 c: 260-446-4807	zpopovska@anab.org
Richard Rago (2018*) Absent	Haley & Aldrich, Inc.	FSMO	617-719-6128	RRago@haleyaldrich.com
Russell Schindler (2020*) Present	SampleServe.com	FSMO	231-218-7955	schindler@sampleserve.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 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	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

	Action Item	Who	Expected Completion	Actual Completion
				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.
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	
204	Review the Internal Audit Checklist and get comments back to Ilona.	All	3/6/17	In Progress – Need final SOPs
207	Call Zaneta and Michelle about need and process for testimonials.	Kim	5/2/17	
208	Contact new committee members after voting result is complete.	Justin	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	
219	Get final comments on combined Evaluation SOP to Kirstin.	All	9/11/17 Extended to 9/30/17	
220	Complete minute reviews for August by email.	Ilona	10/4/17	Complete

	Action Item	Who	Expected Completion	Actual Completion
221	Discuss with Advocacy the possibility of California using the NEFAP Standard for field and mobile lab accreditation.	Kirstin	10/17/17	
222	Produce list of candidates for Mobile Lab Task Force.	Paul/Kirstin	10/17/17	Complete
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	11/25/17	

Attachment C

Backburner / Reminders – NEFAP Executive Committee

	Item	Meeting Reference	Comments
4	Review Charter.	October 2017	
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			