

**NEFAP Executive Committee (NEFAP EC)**  
**Meeting Summary**  
**October 28, 2020**

1. Roll call:

Justin Brown, Chair, called the NEFAP Executive Committee to order on October 28, 2020 at 11am Eastern. Attendance is included in Attachment A - there were 6 NEFAP EC committee members present and 2 Associate Members present.

Meeting minutes will be reviewed at the next meeting since a quorum was not present. No official business decisions can be made. Justin just asked for feedback.

AIHA will no longer be able to participate in NEFAP EC. Justin will be looking for a new Nomination Committee Chair.

2. Metrics

Justin sent a first DRAFT on Metrics and asked for feedback:

**Tangible Program Growth Metrics**

**1. Increase in number of FSMO's accredited or in accredited process;**

**a. Increase the number of accredited FSMO's to 21 by end of 2021**

There are currently 16 FSMO's that are accredited in the program's 6 year history, with the majority becoming accredited early – interest and applications from FSMOs has largely stalled. We average 2½ FSMO's per year (again heavily weighted towards early in the program) so we are looking to double that number by end of 2021.

Paul asked how realistic this is. Ilona asked if an FSMO could apply and be accredited in this window of time. Maybe make it 5 “applied” instead of 5 more “accredited”.

A2LA has 22 FSMOs accredited to the NEFAP Standard. The number above has to be corrected. Almost half are in Chili. Ilona commented that maybe there needs to be an international component to the marketing plan. David noted that there is actually a regulatory driver in Chili.

Patrick confirmed ANAB's has 2 and Justin already has Tracy's number (4). The actual number should be 28.

**2. Growth in number of TNI members who are FSMO's**

**a. Increase FSMO membership in TNI by 10% in 2021**

### **3. Increase in number of training courses being offered**

- a. Currently there are two NEFAP training sessions and a 3 part session on field sample collection available. We are looking to increase the number of field or NEFAP specific training sessions to 8 by the end of 2021.
- b. Increase in number of people completing NEFAP or field related training courses.

Classes are an Assessor and FOG class and the 3-part sampling class. Three classes.

Paul noted that there really are a number of classes already being taught, but believes there is enough inhouse talent to prepare classes. He thinks 5 classes this year is realistic.

John Moorman noted that new classes could be classes on the Standard and some free classes to educate people about the NEFAP.

Ilona thinks it is important to note these additional 5 classes may not be all revenue training. She also asked if the free classes are really training classes? Maybe they are just marketing classes to get the word out about NEFAP.

Change to 3 revenue generating training sessions by end of 2021. Distinguish between marketing videos and training.

### **4. Increase in number of Standard purchases**

- a. We averaged 10 Standard purchases/year over last 4 years, we plan to double that number and sell 20 Standards in 2021.
- b. Standard revision completion should drive that number of sales even higher and we plan to coordinate with FAC to promote the Standard revision and benefits.

Justin noted that some years the numbers were higher and others they were as low as 1 to 2.

Scott gave a timing update on the new Standard. The public comment meeting will be in January or February and then they will start changing language. Ilona noted that the AB standard hasn't really been started and this will affect timing of the release of the Standard. The Committee needs more active members to maybe start work on the AB Standard while the FSMO Standard is being worked on.

The Committee thinks this metric should not be included with a specific goal. When the new Standard is released, the number of sales should go up.

An increase in Standard sales does not increase revenue to NEFAP. This would go to CSDP for continued standards development.

### **5. Increase in revenue to program *(Need to verify income number from TNI to set benchmark)***

- a. Increase in revenue through increased Standard sales and training courses/tools being offered for sale.
- b. Anticipated to increase income for NEFAP by 15% in 2021 (need to verify exact amount)

AB fees are the current revenue for the Program. Tools and training could. Need to contact Jerry for some more specific numbers, but it may make more sense to put a number instead of a percent. NEFAP is now rolled into an NGAB category in the financial reports. Ilona shared how training classes are developed and how resources are allocated. The Committee set an increase of \$1500 for training classes.

**6. Tangible increase in exposure to market via marketing efforts**

- a. Increase number of presentations given: In 2020 we had 1 external presentation (FSEA?, any others?), we plan to increase that to 5 in 2021.
- b. Increase articles published/ white papers published: In 2020 we had 0 articles published by external publications. In 2021 we plan to have a minimum of 3.
- c. Increase in Social media posts relating to NEFAP: In 2020 we have had 0 posts relating to NEFAP, in 2021 we plan to have a minimum of 20 posts.
- d. Increase in web page traffic to NEFAP page on website (need data from TNI to establish benchmark)

FSEA, DoD and NEMC are possible options toward the 5. Justin thinks there are also trade organizations. The Marketing Workgroup worked on identifying more. This is realistic. The Committee settled on at least 3 presentations outside of TNI. They also plan to do the TNI side too.

Ilona noted that it seems like a true TNI white paper may take some time to complete. The group decided to change the minimum to 1.

The Marketing Workgroup is good with the next 2 bullets. Tracy thinks they are very realistic.

**7. Increase in general interest in program**

- a. Call participants – increase in participation on EC meetings to 75% of members or higher.
- b. Increase in number of associate members on EC. We currently have 13 associates and plan to grow that to 20 in 2021.
- c. Inquiries from new stakeholders (FSMO's, data users, public organizations, etc.): In early years of program we had many inquiries from different stakeholder groups requesting information, recently we have had little to none. An increase in these requests for information is an indicator of growth in awareness of the program.

Justin will update the metrics document and send it to the committee this evening for more comment. He will also include some information on training. The training report is currently incomplete.

Need to schedule a call for November 5, 2020 (Thursday) 1-2:30 EDT just to look at the plan before it is finalized for the TNI Board.

### 3. Nomination Committee

Geneva and AIHA have stepped down. Tracy will help Chair this Committee if no one else volunteers to step up as the Nomination Chair.

### 4. New Business

None.

### 5. Action Items

Action items can be viewed in Attachment B.

### 6. Next Meeting

The next meeting will be on Thursday, November 5, 2020 at 1pm Eastern by teleconference. It will be a special meeting to only receive feedback on the Strategic Plan.

Action Items are included in Attachment B.

The meeting was adjourned at 12:33pm Eastern. (Motion: Tracy Second: David 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 (11:30pm EDT)</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>Absent</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>Absent</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>Absent</b>	US Air Force/DoD	Other	pamela.hamlett@us.af.mil
Halley Dunn Hastings (2022*) Absent	AAA Analytical	Other	hhastings@aaanalytical.com
Suzie Nawikas (2022*)  <b>Absent</b>	H&P Mobile Geochemistry, Inc.	FSMO	Suzie.nawikas@handpmsg.com
Patrick Selig (AB)  <b>Present</b>	ANAB	AB	pselig@anab.org
Stephanie Sparkman (2022*)  <b>Present</b>	CS Laboratories, Inc.	FSMO	sparkman@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		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		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	Send DRAFT Plan to Committee for review on 11/5/21.	Justin	10/30/20	
275				

**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	