

NEFAP Executive Committee
Meeting Summary
October 9, 2015

1. Roll call:

Kim Watson, Committee Chair, called the NEFAP Executive Committee meeting to order on October 9, 2015 at 11 am Eastern by teleconference. Attendance is included in Attachment A - there were 11 committee members present. Associate Members: William Batschelet, John Moorman and Marlene Moore.

The September 11th minutes were reviewed. A motion was made by Rich to approve the September 11, 2015 minutes. The motion was seconded by Nilda. Vote: 11 – For, 0 – Against and 0 – Abstain. The motion passed.

The vote on the August 24th minutes was completed by email. Additional votes: Seb - For, Cheryl - For, Keith – Abstain, Calista - For, and Tracy – For. The final vote tally: 10 – For, 0 – Against, 1 – Abstain. The motion passed and the minutes will be added to the TNI website.

2. Charter

Kim made the changes discussed at the July and August meetings and turned track changes off so the Charter could be reviewed in whole. It was sent out with the meeting agenda.

Rich asked about the word “ensure” in the committees mission. He does not think it is needed. Marlene noted that the EC cannot implement, because the actual implementation is done by the ABs. The EC is responsible for ensuring that the implementation is consistent. It is more of an oversight role. Rich was concerned because of a past situation where this term was misinterpreted in a lawsuit.

Calista suggested using the term “over see” instead of “ensure”. Kim was in agreement to make the change that the EC over sees implementation.

Calista motioned to accept the Charter with the change noted above (Attachment D). The motion was seconded by Paul and unanimously approved.

Ilona will send the Charter to the TNI Board.

3. SOPs

Kim asked Nilda about the status of the SOP update. Nilda provided comments for the update, but had not planned to update the actual SOP. Kim will update the Nomination SOP and send it to Ilona for a quick review before the next meeting.

The Recognition Committee had planned to bring some recommendations to the committee (Action Item #160). Marlene will try to put the recommendations together by the next meeting. The Recognition Committee also needs an additional member – Dane resigned. Marlene would like to get the word out to the FAC and NEFAP EC. Ilona will send an email out to the FAC and NEFAP EC members. People will be asked to send their name or nominations to Ilona and Marlene.

4. Implementation of the New Standard

Justin previously prepared a summary of the changes between the old and new standard. This will be discussed at the next meeting since he could not be in attendance today. Implementation of the new Standard is April 2016. Kim noted that there are not a lot of changes that will impact FSMO activity.

5. Mobile Lab Subcommittee Update – Paul Bergeron

The subcommittee did not meet this last month, but has been active via email. An article was written for the TNI newsletter and a link to the survey was included in this article. Paul also discussed the presentations he made to the NELAP AC and to the State Assessors Forum (30 attendees). The presentations discussed assessing mobile labs.

Texas is giving secondary recognition to a mobile lab – so this is another state now doing this. Kim asked if Texas will only look at the mobile lab once it crosses state lines or can the lab apply ahead of time. Paul noted that they are no longer requiring that all mobile labs undergo a primary accreditation with them. There are still states that require primary for mobile labs.

Kim noted that it would be great if states begin accepting NEFAP accreditation for mobile labs.

Paul made the correction to the LDEQ newsletter that now correctly states they will be accepting NEFAP accreditation.

Marlene asked the status of the stack testers and their A2LA accreditation. Paul mentioned that some testers have asked about whether Louisiana will accept ISO 17025/ASTM D7036 accreditation that they obtained through A2LA. LDEQ is requiring that the NEFAP accreditation be obtained and they are not recognizing ISO 17025/ASTM D7036. They have suggested going back and asking how to add the NEFAP accreditation.

Golden just had their assessment and they did get assessed for NEFAP, but it is up to the FSMO if they want it in addition to the ISO 17025 and ASTM D7036 accreditation.

Kim, Paul and Troy will have a conference call with A2LA to understand how NEFAP fits in with the accreditation being offered by A2LA. Kim would like Ilona to join in on the call too.

Mike noted that A2LA is offering accreditation to both ISO 17025 and the ASTM standard. Kim noted FSMO's are being encouraged to sign-up for NEFAP too, but some are not adding NEFAP because it is not required.

Kim would also like to be sure that FSMOs realize that LDEQ is only accepting NEFAP so they can be sure to add this to their accreditation when they apply.

Addition (11/11/15): After reviewing the minutes, Lauren noted that all of their applicants have been told that if they want Louisiana recognition, they must get the FSMO accreditation.

6. Advocacy

Kim wrote a newsletter article too. She summarized the status of NEFAP and shared how many ABs are recognized, etc ...

Kim asked if Ilona can keep a list of FSMOs and let the committee know how many FSMOs are accredited and how many applications are in progress? She will check with each AB and provide this information at our meetings.

Cheryl noted that she does not expect AIHA to apply to be an AB in the next 6 months.

John Moorman will be coordinating a Field Workshop at the FSEA meeting in Florida on October 28th. The NEFAP ABs will take part in a panel discussion, an FSMO will be talking about benefits of accreditation and process they went through, and an FSMO assessor will do a case study presentation. It will be a half day workshop. John reminded everyone that Florida does not require NEFAP accreditation.

John is trying to update the presentation so others can give it at other meetings. He wants to keep developing the presentation.

It would be worth looking at ways to record such a workshop in the future.

Ilona will forward copies of the new tools developed by the Tools Subcommittee.

7. New Business

- Ilona noted that Paul sent a message about the upcoming Stack Testers Conference in Alabama. Ilona spoke to Jerry and he is open to discussing some sort of a conference

trade where they would be welcome to display at one of our conferences and we could display at theirs. Details would need to be worked out if the committee likes the idea. (Ilona had to leave the meeting.)

Kim asked Troy if his company attends this meeting. Troy noted that he will be in attendance and he is coordinating a session on accreditation. He asked if someone would like to submit an abstract and present on NEFAP. Kim asked if Troy could give the presentation, but he could not because someone from his company is already presenting – no duplication of companies. Troy said Lauren is already presenting at the meeting, so maybe she could use some of the information from John’s slides in her presentation.

Everyone agreed that they would like to move forward in being involved – but details need to be worked out. Mike noted that maybe someone working with audit samples from TNI might be able to assist.

- Paul would like to discuss remote analysis at the next meeting. Samples are being loaded on an instrument in one location and the instrument is being run and the data assessed across the world.

8. Next Meeting

The next meeting of the NEFAP Executive Committee will be on November 13, 2015.

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

The meeting was adjourned at 12:11pm Eastern. (Motion: Paul Second: Janis Unanimously approved.)

Attachment A

**Participants
TNI NEFAP Executive Committee**

Members	Affiliation	Balance	Contact Information	
Kim Watson (2017) (Chair) Present	Stone Environmental, Inc	FSMO	(802)229-2196	kwatson@stone-env.com
Keith Greenaway (AB) (Vice-Chair) Absent	ACLASS	AB	(703)836-0025	keith.greenaway@aclasscorp.com
Doug Berg (AB) Present - Tracy	PJ Laboratory Accreditation, Inc.	AB	(248)709-0096	dberg@pjlabs.com douglasberg@gmail.com
Paul Bergeron (2016*) Present	LELAP	AB	225-219-3185	Paul.bergeron@la.gov
Justin. Brown (2018) Absent	EMT	FSMO	(847)324 3350	jbrown@emt.com
Troy Burrows (2017*) Present	STAC (Golden Specialty, Inc.)	AB	(281) 984-7021	TBurrows@goldenspecialty.com
Nilda Cox (2016*) Present	Eurofins Eaton Analytical Inc	Other	626-318-8517	nildacox@eurofinsus.com
Calista Daigle (2016) Present	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
Carl Kircher (2016*) Present	Florida DOH	AB	904-791-1574	Carl_kircher@doh.state.fl.us
Doug Leonard (AB) Absent	LAB	AB	260-637-2705	dleonard@l-a-b.com
Cheryl Morton (2018) Present	AIHA	AB	703-846-0789	cmorton@aiha.org
Harry O'Neill (2018*) Absent	Beacon Environmental Service, Inc.	FSMO	410-688-4762	Harry.ONeill@beacon-usa.com
Richard Rago (2018*) Present	Haley & Aldrich, Inc.	FSMO	617-719-6128	RRago@haleyaldrich.com
Lauren Smith (AB) Absent	A2LA	AB	(301)644 3216	lsmith@a2la.org
Janis Villarreal (2018*) Present	H&P Mobile Geochemistry, Inc.	FSMO	619-933-2751	janis.villarreal@handpmsg.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
81	Prepare NEFAP Timeline Agenda next month	Doug L.	4/22/13	4/22/13: It has been distributed and needs to be put on agenda for review. 5/29/14: Will be on June 2014 agenda. 4/10/15: Kim will add to next agenda.
106	Mobile Lab Issue – Subcommittee to begin work. From Backburner: Evaluate overlap issue with NELAP and DoD ELAP regarding mobile labs. (Originally brought up 8-6-12 meeting.)	Kim, Scott, Doug Berg, John, Mike, Paul and Marlene.	Active	3/28/13: Subcommittee will begin work in April. Questionnaire will go out first. 6/12/13: Survey will go out this week. 10/10/13: Survey will be sent to 2 more lists of people.
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	4/10/15: Kim will follow-up on this.
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	
159	Review how new members are added to	Ilona	4/30/15	

	Action Item	Who	Expected Completion	Actual Completion
	the Recognition Committee and find what the 4 year renewal date is.			
160	Receive additional recommendations from the Recognition Committee. Process recommendations.	Marlene All	2/19/15	4/10/15: May meeting.
164	Review White Paper.	Kim Justin	4/30/15	
172	Talk to Loretta about setting up a meeting.	TBD	TBD	
173	Distribute Charter with language changes to be reviewed.	Kim	9/25/15	Complete
174	Distribute completed Charter to TNI Board.	Ilona	10-13-15	
175	Send an email to FAC and NEFAP EC about nominations for the Recognition Committee.	Ilona	11/12/15	
176	Give A2LA a call to understand how the NEFAP accreditation fits in with the ISO 17025 and STAC (ASTM Standard) accreditation being offered.	Kim, Paul and Troy (Ilona)	11/12/15	
177	Provide John Moorman with FSMO tools developed by the Tools Subcommittee.	Ilona	10/13/15	

Attachment C

Backburner / Reminders – NEFAP Executive Committee

	Item	Meeting Reference	Comments
4	Review Charter.	October 2014	
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	
10	Complete DRAFT Training SOP for EC review.	n/a	

National Environmental Field Accreditation Program Executive Committee (NEFAP EC)

2015 Charter

(FINAL Revised: 10-9-2015)

Mission:

The purpose of the National Environmental Field Activities Program is to establish and implement a program for the accreditation of field sampling and measurement organizations.

The mission of the NEFAP Executive Committee is to oversee the implementation of a national program for FSMO accreditation that is consistent with the TNI FSMO Standard requirements. The Executive Committee will support the field accreditation program with appropriate guidance, procedures, and policies to facilitate implementation of these accreditation standards on a national level. The Executive Committee is committed to establishing and maintaining a program in support of the TNI FSMO standards that will assure continual improvement of FSMO accreditation processes and which incorporate practical, effective, and clear standards of performance that are consistent with the needs of the environmental community as well as regulatory and industry specific requirements. The NEFAP accreditation assures the organization is technically competent to generate data of known and documented quality that meet the needs of the client.

Strategic Goals and Objectives:

1. Implement and maintain a national accreditation program that is consistent with the TNI FSMO standards.
2. Establish adoption and formal acceptance of the program through an advocacy program including supportive contracts, communications, and direction to the stakeholders as well as input to the Field Activities Expert Committee regarding additional standard needs.
3. Oversee consistent implementation by the ABs as an integral part of the recognition process.
4. Develop field accreditation program guidance, procedures, and policies that meet the needs of the environmental community as well as regulatory and industry specific requirements and are consistent with other national and international standards, avoiding unnecessary duplication and non-value added requirements.
5. Collaborate with affected stakeholders to develop national program that accounts for the needs and interests of all stakeholders while balancing considerations of cost practical concerns, and the quality and consistency of environmental data.
6. Continually evaluate and establish success measures to target opportunities for improvement.
7. Develop and maintain the tools (e.g., guidance documents, templates, training materials, etc) necessary for consistent standards implementation and AB recognition.
8. Provide an update on the NEFAP Executive Committee activities and NEFAP to the TNI Board of Directors.
9. Develop and implement a plan for treatment of mobile labs among NELAP ABs and between NELAP and NEFAP.
10. Establish an advocacy subcommittee that will help develop a strong advocacy program to expand the use of accredited FSMOs as outlined in the TNI Strategic Plan.

Success Measures:

- Implementation of an accreditation program that is acknowledged by EPA, government agencies and organizations through contractual requirements for field sampling and measurement organizations.
- Increasing support and input from stakeholders including ABs, FSMOs, Industry, Regulators and Standards Setting Organizations.

- Field accreditation standards are adopted by those performing environmental sampling and field measurements, including those not under a regulatory mandate to do so.
- The field accreditation standards are adopted by accrediting bodies (3rd Party or government agencies) on a voluntary basis or written into regulation where applicable or through contractual arrangements.

Key Milestones for 2015:

- Review and revise (as needed) all NEFAP SOPs.
- Complete Technical Evaluations for NEFAP ABs to attain full accreditation status.
- Work with the Advocacy Committee, EC TNI Strategic Plan Subcommittee and Field Activities Expert Committee to make the environmental community aware of NEFAP.
- Develop and implement procedures to continually evaluate and establish measures to target opportunities for improvement.
- Develop a more streamlined process for recognition of ABs.
- Start a process for renewed (continuing) recognition of ABs.
- Continue to resolve issues between overlap of accreditation of mobile labs under NELAP and NEFAP (note reference to subcommittee).

Considerations:

- Volunteer member organization with significant time constraints.
- Ability to communicate updates and progress to the community at large in a timely fashion.
- Ability to implement an effective consensus-based accreditation program that both meets the standard requirements and ensures comparable execution of the accreditation process by all accreditation bodies.
- Substantial learning curve for those organizations which have not previously been subjected to rigorous quality requirements and/or accreditation.
- Ability to develop and conduct training programs.
- Authority of government agencies to require FSMO accreditation.
- Stakeholder “buy-in” and acceptance within industry.
- Industry “politics”.

Available Resources:

- Volunteer committee members
- Industry experts
- Existing national and international consensus-based standards
- TNI Website
- TNI Advocacy Committee
- TNI PT Executive Committee
- Field Activities Expert Committee
- Mobile Lab Subcommittee
- NEFAP EC TNI Strategic Plan Subcommittee
- Other TNI Committees (Expert and Support)
- Dedicated TNI support resources
- Participating organizations
- FreeConference.com and Webex for conference calls
- Member database

Additional Resources Required:

- None

Anticipated Meeting Schedule:

- Monthly Executive Committee Teleconferences (schedule to be posted in advance of actual meetings)
- Additional teleconferences and Subcommittee meetings as needed.
- Executive Committee meetings (face-to-face) during semiannual TNI Forums (Winter and Summer)

Committee Membership

Proposed Members	Organization	Term Expires (March)	Representation	Subgroup
Calista Daigle	Dade Moeller Inc	2016*	FSMO	
Carl Kircher	Florida DOH	2016*	Other	Non-NEFAP AB
Cheryl Morton	AIHA Laboratory Accreditation Program, LLC	2018	Other	Non-NEFAP AB
Doug Berg	Perry Johnson Laboratory Accreditation	n/a	AB	NEFAP
Doug Leonard	L-A-B	n/a	AB	NEFAP
Harry O'Neill	Beacon Environmental Services, Inc.	2018*	FSMO	
Janis Villarreal	H&P Mobile Geochemistry, Inc.	2018*	FSMO	
John(Seb) Gillette	Department of Defense	2018	Other	
Justin B. Brown	EMT	2018	FSMO	
Keith Greenway (Vice Chair)	ANSI-ASQ National Accreditation Board	n/a	AB	NEFAP
Kim Watson (Chair)	Stone Environmental	2017	FSMO	
Lauren Smith	A2LA	n/a	AB	NEFAP
Nilda Cox	Eurofins Eaton Analytical	2016*	FSMO	
Paul Bergeron	Louisiana DEQ	2016*	Other	Non-NEFAP AB
Richard Rago	Haley & Aldrich, Inc.	2018*	FSMO	
Troy Burrows	STAC (Golden Specialty, Inc.)	2017*	FSMO	
* - Renewable for 3 years.				

Balance:

- 8 FSMO
- 4 AB
- 4 Other

Subcommittees:

- Training Subcommittee
- Recognition Committee

Program Administrator: Ilona Verrips Taunton