

NEFAP Executive Committee (NEFAP EC)
Meeting Summary
November 17, 2021

1. Roll call:

Justin Brown, Chair, called the NEFAP Executive Committee to order on November 17, 2021 at 1pm Eastern. Attendance is included in Attachment A - there were 7 NEFAP EC committee members present. There were no Associate members.

The August 25th and October 20th minutes were distributed with the agenda for review, but there are not enough Committee members on the call to do any Committee business. There has not been a quorum for previous calls either. Minutes will be voted on at next meeting.

2. Charter

The Policy Committee reviewed the Charter and sent back some comments and recommendations. Justin pulled the Charter up on Webex and reviewed it with the Committee.

The Committee agreed with the Policy Committee changes except for the comment on metrics. No metrics in the bullets – a separate metrics document accomplishes what the Policy Committee is asking for and the Committee decided not to add more about metrics to the Charter.

Justin will get this out after the call so that a vote can be finished before Friday to get it back to Policy so it can be finalized for TNI Board review.

(Addition: Justin sent the Charter out for vote by email. He decided to send it to the membership in place when it was developed since the new members were just added.

A motion was made by email on 11/17/21 by Jeremy Driver to approve the changes made to the NEFAP Charter by the Policy Committee with the exception of adding additional information about metrics. The motion was seconded by email on 11/17/21 by Halley Hastings. The vote:

Justin Brown – Yes (11/17/21)
Pamela Hamlett – Yes (11/17/21)
Jeremy Driver – Yes (11/17/21)
Halley Hastings – Yes (11/17/21)
Paul Bergeron – Yes (11/17/21)
Suzie Nawikas – Yes (11/17/21)
Elizabeth Turner – Yes (11/17/21)
Tracy Szerszen – Yes (11/17/21)
Jeff Buystedt – Yes (11/17/21)

David Fricker – Yes (11/18/21)

Patrick Selig – Yes (11/19/21)

The motion was approved and the Charter was forwarded to the Policy Committee.)

3. Committee Membership

Ilona commented that there were not very many people that voted and William thought the Committee should consider if this is the right procedure for voting in members.

Tracy noted that she did not know the vote was even open. Not everyone regularly checks the TNI News on the website.

Justin asked if we need to re-look at the whole procedure or just work on marketing the vote better? The people on the call think the Committee should consider looking at the marketing of the call. Better communication is needed. More awareness that the vote is happening is needed. Would like to see that the vote is sent to all TNI members instead of just posting it on the website.

The Nomination SOP will be put on the next agenda to see what can be done to improve the communication.

The good news is the new members have been voted in. The vote was completed November 5th.

New members are as follows:

Katie Strothman	Sanders	Lab-FSMO
Kelly Krock	EPA	Other
Kevin Holbrooks	JEA	FSMO
Kim Watson	Consultant	Other

The following members are approved for a second 3 year term:

Jeremy Driver	Alabama Power Company	FSMO
Jacob Gruzalski	ESI/Vitale Scientific Associates, LLC	FSMO
Pamela Hamlett	US Air Force/DoD	Other

This leaves the Committee in balance with:

8 FSMO

3 AB

6 Other

Justin will reach out to new members and to thank those rotating off. A message will be sent to the TNI Board Chair regarding the new membership.

4. Subcommittees

Marketing Subcommittee: They took a break and plan to continue to meet every two weeks or a minimum of once a month. The websites still need to be updated. Tracy has been in contact with Jerry Parr.

They are making good progress on a PPT that people can use to communicate to regulators about NEFAP. They need to decide what the next steps are. Look for volunteers to reach out to states. The plan is to get started on this in January due to the holidays.

Training Subcommittee: Paul and Adam are working on the training materials for the internal audits class. Paul thinks it could be a two-day course. Marlene is reviewing the info to help decide if there is overlap and how long she thinks it will be. Ilona made some suggestions on timing for the class. The class should be no longer than 5-6 hours per day due to time changes across the country.

The expectation will be to have the course first quarter next year.

The target audience will be QA and FSMO's.

5. New Business

- The internal audit checklist needs to be done by the end of the year. The internal audit itself will happen in Spring.

Tracy, Justin and Ilona will meet to work on how to do the checklist.

- Annual Meeting

The FAC cannot meet in San Antonio. Could it be changed to a Field meeting with Justin running it? Could spend some time working on the Standard to provide comments to the FAC? Ilona will reach out to Suzanne to see who is coming in Field. Get back to Jerry ASAP.

(Addition: There will not be a field meeting in San Antonio. Both NEFAP and FAC will work on making sure there is a field meeting in Virginia during the summer meeting.)

6. Action Items

Action items can be viewed in Attachment B.

7. Next Meeting

The next meeting will be on Wednesday, December 15, 2021 at 1pm Eastern by teleconference.

Action Items are included in Attachment B.

Justin adjourned the meeting at 1:53pm Eastern.

Attachment A

TNI NEFAP Executive Committee

Members	Affiliation	Balance	Contact Information
Justin Brown (FSMO) (2023*) Chair Present	EMT	FSMO/Lab	jbrown@emt.com
Tracy Szerszen (AB) Vice-Chair Present	PJ Laboratory Accreditation, Inc.	AB	tszerszen@pjlabs.com
Paul Bergeron (2023) Present	LELAP	Other	Paul.bergeron@la.gov
David Fricker (AB) Absent	A2LA	AB	dfricker@A2LA.org
Kelly Krock (2021*) Present	EPA	Other	
Elizabeth Turner (2022*) Absent	Pace	Lab/FSMO	Elizabeth.Turner@pacelabs.com
Jeremy Driver (2024) Present	Alabama Power Company	FSMO	jddriver@southernco.com
Jacob Gruzalski (2024) Absent	Environmental Standards Inc./Vitale Scientific Associates, LLC	FSMO	jgruzalski@envstd.com
Pamela Hamlett (2024) Absent	US Air Force/DoD	Other	pamela.hamlett@us.af.mil
Halley Dunn Hastings (2022*) Absent	AAA Analytical	Other	hhastings@aaanalytical.com
Suzie Nawikas (2022*) Absent	H&P Mobile Geochemistry, Inc.	FSMO	Suzie.nawikas@handpmsg.com
Patrick Selig (AB) Absent	ANAB	AB	pselig@anab.org
Stephanie Sparkman (2022*) Absent	CS Laboratories, Inc.	FSMO	ssparkman@cslaboratories.com
Ryan Pangelinan (2022*) Absent	Oregon Health Authority	Other	Ryan.pangelinan@dhsosha.state.or.us
Kevin Holbrooks Present	JEA	FSMO	
Kim Watson Absent	Consultant	Other	
Katie Strothman Present	Sanders	Lab-FSMO	
Ilona Taunton (Program Administrator) Present (1:15)	The NELAC Institute		tauntoni@msn.com

Associate Members	Attendance	Contact Information
Marlene Moore		mmoore@advancedsys.com
John Moorman		jmoorma@sfwmd.gov
Scott Haas		shaas@etilab.com
Shannon Swantek		shannon@enlightenedquality.com
Shawn Kassner		shawn.kassner@pacelabs.com
Tyler Sullen		tasullen@southernco.com
Nilda Cox		nildacox@eurofinsus.com
Carl Kircher		Carl.Kircher@flhealth.gov
Kirstin Daigle		Kirstin.daigle@pacelabs.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.
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

	Action Item	Who	Expected Completion	Actual Completion
				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

	Action Item	Who	Expected Completion	Actual Completion
				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	
267	Update SOP 5-103 per Policy Committee comments and addition of vacancy procedure.	Ilona	TBD	
276	Update Policy 7-100.	Ilona	TBD	
279	Determine candidates and establish Nominating Committee	Tracy	2/28/21	Nominating committee formed and application due 3/15/21. Complete
284	Conduct email vote to finalize new Charter.	Justin	11-19-21	
285	Send new membership information to Chair of TNI Board.	Ilona	12-15-21	

Attachment C

Backburner / Reminders – NEFAP Executive Committee

	Item	Meeting Reference	Comments
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	