

NEFAP Executive Committee (NEFAP EC)
Meeting Summary
November 20, 2019

1. Roll call:

Kirstin Daigle, Chair, called the NEFAP Executive Committee to order on November 20, 2019 at 1pm Eastern. Attendance is included in Attachment A - there were 10 NEFAP EC committee members present. Associates: Scott Haas, Shawn Kassner, Shannon, Beth Durman (AIHA),

A motion was made by Paul to accept the October 15, 2019 minutes with a correction to the spelling of Kirstin's name, replacement of lab with field in Jeff's comment, and two spelling corrections. The motion was seconded by Jacob and unanimously approved.

Kirstin would like to add a similar role sheet for the Associates. Ilona will work on preparing this before the next meeting.

2. Strategic Planning Update

Kirstin shared information about the TNI Strategic Planning meeting in Washington, DC where she shared Worksheet 11.

- The focus of NEFAP EC needs to remain in environmental. The door is open if someone comes to us, but we will not pursue other areas at this time.
- We are not getting a return on investment.
- One area not focused on in the past is on labs that also do field sampling.
- Need to refocus the program.
- FAC should continue to work on the new Standard
- Put Field Task Force work on hold.
- Work with NGABs to understand their needs.
- Develop a Strategic Plan for NEFAP. Options mentioned include, but are not limited to:
 - Eliminate the NEFAP program as a committee supporting the program but continue with the Standard development activities. This would not prevent the ABs from accrediting to the Standard should they choose, TNI would just not recognize them to do so thus eliminating the need for the "program"/EC.
 - Move the "Standard" into the NELAP program as a 'Module 8' and focus on the accreditation of Laboratories performing field sampling. Unclear on how that would incorporate FSMOs doing measurements.
 - Change the focus of the program to be a training/possibly credentialing or certification program. This can possibly be combined with one of the other options

- Make a formal request for significant funds to be allocated to the program for marketing/development.

Justin is working on forming a Subcommittee to develop the Strategic Plan and present it to the NEFAP EC which will then present it to the TNI Board of Directors.

Paul noted that the Field Task Force will be finishing up on Friday and there will be no need to extend the working time for this Task Force.

Scott emphasized that the FAC will continue to work on the Standard.

Information will be shared as it comes in.

3. SOPs

SOP 5-104 – Disputes and Appeals

Tracy addressed the Policy Committee comments and changes were reviewed on Webex.

Need to references to the SOP 5-102 (voting), SOP 5-107 (COI) and SOP 7-101 (Combined Evaluation SOP). Ilona will add these.

Tracy will review the SOP against the 3 SOPs mentioned above to make sure there are no conflicts and present the updated SOP in December for review. The appeals process still needs to be addressed in SOP 7-101. Do they work together. Section 6 of the SOP will be updated as needed.

SOP 5-107 - COI

Geneva reviewed the changes she made to the SOP using Webex.

A motion to approve SOP 5-107 as sent with the agenda was made by Paul. The motion was seconded by Elizabeth and unanimously approved. Ilona will forward the SOP to the Policy Committee for review.

4. Flow Chart.

Biggest comment was the need to remove calibrate or make it less confusing. Keith also had some comments that were given last month. Kirstin pulled it up and asked if there were any additional comments. There were none. This matter has been closed.

5. New Business

- Registration is now open. Be sure to book discount.

- Internal Audits. Due 12/31/19. Will be done by Kirstin and Ilona.

6. Action Items

Action items can be viewed in Attachment B. See discussion above in #3.

7. Next Meeting

The next meeting will be on Wednesday, December 18, 2019 at 1pm Eastern by teleconference.

Action Items are included in Attachment B.

The meeting was adjourned at 2:10pm Eastern. (Motion: Tracy Second: Paul Unanimous approval.)

Attachment A

TNI NEFAP Executive Committee

Members	Affiliation	Balance	Contact Information
Kirstin Daigle (2020*) Chair Present	Pace Analytical Services	FSMO/Lab	Kirstin.daigle@pacelabs.com
Tracy Szerszen (AB) Vice-Chair Present	PJ Laboratory Accreditation, Inc.	AB	tszerszen@pjlabs.com
Paul Bergeron (2019) Present	LELAP	Other	Paul.bergeron@la.gov
Geneva Bowman (2021*) Present	AIHA	Other	gbowman@aiha.org
David Fricker (AB) Absent	A2LA	AB	dfricker@A2LA.org
Jeff Buystedt (2021*) Present	City of Bend Environmental Compliance	FSMO	jbuystedt@bendoregon.gov
Nilda Cox (2019) Absent	Eurofins Eaton Analytical Inc	FSMO/Lab	nildacox@eurofinsus.com
Elizabeth Turner Present	Pace	Lab	Elizabeth.Turner@pacelabs.com
Jeremy Driver (2021*) Absent	Alabama Power Company	FSMO	jddriver@southernco.com
Jacob Gruzalski (2021*) Present	Environmental Standards Inc./Vitale Scientific Associates, LLC	FSMO	jgruzalski@envstd.com
Pamela Hamlett (2021*) Absent	US Air Force/DoD	Other	pamela.hamlett@us.af.mil
Halley Dunn Hastings Absent	NV5	Other	Halley.dunn@nv5.com
Suzie Nawikas Present	H&P Mobile Geochemistry, Inc.	FSMO	Suzie.nawikas@handpmg.com
Keith Klemm (AB) Absent	ANAB	AB	kklemm@anab.org
Stephanie Sparkman Present	CS Laboratories, Inc.	FSMO	ssparkman@cslaboratories.com
Ryan Pangelinan Present	Oregon Health Authority	Other	Ryan.pangelinan@dhsosha.state.or.us
Norman Rodriguez-Iglesias (2021*) Absent	EPA Region III	Other	rodriguez.norman@epa.gov
Russell Schindler (2020*) Absent	SampleServe.com	FSMO	schindler@sampleserve.com
Ilona Taunton (Program Administrator) Present	The NELAC Institute		tauntoni@msn.com

Associate Members	Attendance	Contact Information
Marlene Moore		marlenemoore@advancedsys.com
John Moorman		jmoorma@sfwmd.gov
Justin Brown		jbrown@emt.com
Scott Haas	X	shaas@etilab.com
Kevin Holbrooks		holbke@jea.com
Shannon Swantek	X	shannon@enlightenedquality.com
Calista Daigle		cdaigle@aaanalytical.com
Janis Roux		janis.laroux@handpmg.com
Shawn Kassner	X	shawn.kassner@pacelabs.com
Tyler Sullen		tasullen@southernco.com
Nilda Cox		nildacox@eurofinsus.com
Beth Durman	X	

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.
172	Talk to Loretta about setting up a meeting.	Shawn	TBD	12/11/15: Justin will reach out. Leave on. - DELETE
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

	Action Item	Who	Expected Completion	Actual Completion
				Standard more value added. Scott will 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

	Action Item	Who	Expected Completion	Actual Completion
				decide how to make it happen. Ilona will send reminder to Norman.
251	Continue work on Scope Guidance document to present to the Committee in June.	Tracy and Scope Guidance Subcommittee	6/18/19	See # 244. Close this action item.
252	DRAFT COI SOP using NELAP SOP as a starting point.	Geneva	October 2019	Review DRAFT.
257	Ilona will provide a Word version of SOP 5-103 to update the SOP. Ilona will forward this to Keith to make a DRAFT update before the next meeting.	Ilona/Keith	10/14/19	SOP to be reviewed.
258	Prepare first DRAFT of COI SOP.	Geneva	10/14/19	SOP to be reviewed in November. COMPLETE
259	Complete DRAFT of SOP 5-104	Tracy	10/14/19	Needs to be reviewed.
261	Update COI SOP and send to Kirstin and Ilona.	Geneva	No later than 11/19/19	COMPLETE
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	COMPLETE
264	Prepare role sheet for associate members similar to Committee members.	Ilona	12/17/19	

Attachment C

Backburner / Reminders – NEFAP Executive Committee

	Item	Meeting Reference	Comments
4	Review Charter.	October 2019	
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	