

**NEFAP Executive Committee  
Meeting Summary  
November 28, 2017**

1. Roll call:

Tracy Szerszen, Committee Member, called the NEFAP Executive Committee meeting to order on November 28, 2017 by teleconference at 1pm Eastern. Justin and Kirstin had scheduling conflicts and could not conduct the meeting. Attendance is included in Attachment A - there were 6 committee members present. Associate Members present: None.

The October meeting minutes were distributed by email. Russell made a motion to accept the 10/25/17 minutes as written. The motion was seconded by Janis. Vote: Andora, Russell, Tracy, Zaneta, Janis, Paul – For 0 – Against 0 – Abstain. The vote will be completed by email.

*(Addition:*

*Calista - For (Email 12/12/17)*

*Carl - For (Email 12/12/17)*

*Morgan - For (Email 12/12/17)*

*Seb - For (Email 12/12/17)*

*Kirstin - For (Email 12/13/17)*

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

2. PTP/NEFAP Combined Evaluation SOP

Ilona shared the DRAFT copy of the combined evaluation SOP with the committee using Webex. She provided the comments received (Meeting Minutes 9/20/17 – Attachment D) and showed how the changes based on the comments were incorporated into the SOP. She also discussed changes made based on the PT Program comments.

One remaining incomplete item is Appendix E – a listing of items to look at during the evaluation. The example in the SOP is still from NELAP and this needs to be customized for NEFAP and PTP. Ilona asked for a volunteer to help with this and Paul agreed. A volunteer from PTEPC has also been requested. Paul thinks the more detailed list will help with consistency between evaluations. The subcommittee will need to keep in mind that some evaluations will consider a previous ILAC evaluation and not everything will be re-examined. The NELAP list includes specific numbers of reports that need to be reviewed. This may not be appropriate for NEFAP and PTP and guidance on how to choose the reports may be more appropriate.

A few editorial changes were made to the SOP (duplicated language deleted, clarification) during review. There was general agreement the SOP is ready to prepare a Final DRAFT for voting. The SOP will be reviewed by PTPEC on Thursday and then a Final DRAFT will be distributed for review for 10 days. Any comments received will be addressed and then the SOP will be distributed for final vote during the December meetings of each Executive Committee (NEFAP EC and PTPEC). The SOP will then be sent to the Policy Committee for review.

The next steps include finalizing the application, updating Executive Committee Evaluation SOPs to point to this combined procedure, finalizing the evaluation checklist and reviewing current recognitions to extend effective dates as needed.

### 3. Strategic Plan

Kirstin talked to Marlene about doing a Strategic Plan update, but this was not received prior to the meeting today. This will be reviewed in an upcoming meeting.

### 4. New Business

None.

### 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 Wednesday, 12-20-17, at 1pm Eastern.

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

The meeting was adjourned at 2:10 PM Eastern. (Russell - motion, Paul - second. Unanimous approval.)

**Attachment A**

**Participants - 8  
TNI NEFAP Executive Committee**

<b>Members</b>	<b>Affiliation</b>	<b>Balance</b>	<b>Contact Information</b>	
Justin Brown (2018) <b>Chair</b> <b>Absent</b>	EMT	FSMO	(847)324 3350	<a href="mailto:jbrown@emt.com">jbrown@emt.com</a>
Kirstin Daigle (2020*) Vice-Chair <b>Absent</b>	Stone Environmental, Inc.	Other	802-778-0423	<a href="mailto:kdaigle@stone-env.com">kdaigle@stone-env.com</a>
Doug Berg (AB) <b>Present – Tracy Szerszen</b>	PJ Laboratory Accreditation, Inc.	AB	(248)709-0096	<a href="mailto:dberg@pjlabs.com">dberg@pjlabs.com</a> <a href="mailto:douglaslberg@gmail.com">douglaslberg@gmail.com</a>
Paul Bergeron (2016*) <b>Present</b>	LELAP	Other	225-219-3247	<a href="mailto:Paul.bergeron@la.gov">Paul.bergeron@la.gov</a>
Michelle Bradac (AB) <b>Absent</b>	A2LA	AB	301-644-3227	<a href="mailto:mbradac@A2LA.org">mbradac@A2LA.org</a>
Nilda Cox (2016*) <b>Present - Andora</b>	Eurofins Eaton Analytical Inc	FSMO/Other	626-318-8517	<a href="mailto:nildacox@eurofinsus.com">nildacox@eurofinsus.com</a>
Calista Daigle (2016) <b>Absent</b>	Dade Moeller	FSMO	(225)485-2007	<a href="mailto:calista.daigle@gmail.com">calista.daigle@gmail.com</a> <a href="mailto:calista.daigle@moellerinc.com">calista.daigle@moellerinc.com</a>
Seb Gillette (2018) <b>Absent</b>	DOD	Other	(210) 395-8434	<a href="mailto:john.gillette.1@us.af.mil">john.gillette.1@us.af.mil</a>
Morgan Greenwald (2020*) <b>Absent</b>	Cascade	FSMO	802-229-2197	<a href="mailto:mgreenwald@cascade-env.com">mgreenwald@cascade-env.com</a>
Shawn Kassner (2020*) <b>Absent</b>	Neptune and Company, Inc.	Other	303-981-2780	<a href="mailto:skassner@neptuneinc.org">skassner@neptuneinc.org</a>
Carl Kircher (2016*) <b>Absent</b>	Florida DOH	Other	904-791-1574	<a href="mailto:Carl_kircher@doh.state.fl.us">Carl_kircher@doh.state.fl.us</a>
Janis La Roux (2018*) <b>Present</b>	H&P Mobile Geochemistry, Inc.	FSMO	619-933-2751	<a href="mailto:janis.laroux@handpmg.com">janis.laroux@handpmg.com</a>
Cheryl Morton (2018) <b>Absent</b>	AIHA	Other	703-846-0789	<a href="mailto:cmorton@aiha.org">cmorton@aiha.org</a>
Harry O'Neill (2018*) <b>Absent</b>	Beacon Environmental Service, Inc.	FSMO	410-688-4762	<a href="mailto:Harry.ONeill@beacon-usa.com">Harry.ONeill@beacon-usa.com</a>
Zaneta Popovska (AB) <b>Present</b>	ANAB	AB	(260)637-2705 c: 260-446-4807	<a href="mailto:zpopovska@anab.org">zpopovska@anab.org</a>
Richard Rago (2018*) <b>Absent</b>	Haley & Aldrich, Inc.	FSMO	617-719-6128	<a href="mailto:RRago@haleyaldrich.com">RRago@haleyaldrich.com</a>
Russell Schindler (2020*) <b>Present</b>	SampleServe.com	FSMO	231-218-7955	<a href="mailto:schindler@sampleserve.com">schindler@sampleserve.com</a>
Ilona Taunton (Program Administrator) <b>Present</b>	The NELAC Institute		(828)712-9242	<a href="mailto:tauntoni@msn.com">tauntoni@msn.com</a>

**Attachment B**  
**Action Items – NEFAP Executive Committee**

	<b>Action Item</b>	<b>Who</b>	<b>Expected Completion</b>	<b>Actual Completion</b>
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	<del>3/5/15</del> 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

	<b>Action Item</b>	<b>Who</b>	<b>Expected Completion</b>	<b>Actual Completion</b>
				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	Complete
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	Complete
221	Discuss with Advocacy the possibility of California using the NEFAP Standard for	Kirstin	10/17/17	

	<b>Action Item</b>	<b>Who</b>	<b>Expected Completion</b>	<b>Actual Completion</b>
	field and mobile lab accreditation.			
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, Justin, Kirstin	<del>11/25/17</del> Postponed to January 2018	

**Attachment C**

**Backburner / Reminders – NEFAP Executive Committee**

	<b>Item</b>	<b>Meeting Reference</b>	<b>Comments</b>
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			