

NEFAP Executive Committee (NEFAP EC)
Meeting Summary
November 5, 2020

1. Roll call:

Justin Brown, Chair, called the NEFAP Executive Committee to order on November 5, 2020 at 11am Eastern. Attendance is included in Attachment A - there were 6 NEFAP EC committee members present and 1 Associate Member present.

This is a special meeting just to receive feedback on the report/plan being sent to the TNI Board, so minutes will not be reviewed until the regular meeting in mid-November.

2. Plan

Ilona distributed a portion of the TNI Board minutes related to this plan to help the group focus today:

Discussion: The training component may be a duplicate of what is already in the plan. The Training committee is currently made up of all lab people. While there is someone on the committee from NELAP, the amount of work required to identify training can't be handled by the Training committee alone. The focus needs to stay with the Field people. Everything would be done in coordination with the Training committee and the Training committee would be kept in the loop.

We are not seeing a lot of novel ideas here, i.e., the marketing committee. There already was/is a marketing plan. Those concerns were shared and committee thinks there is more than can be done there. We can't promise success, but everyone has been challenged to make the commitment to follow through. "Measurements" is a key piece here. We ultimately may not see anything drastically different happen, but the team now is a different and people are showing up and are involved. Meetings are now fully attended. So we have a better chance at success. But, if there is no improvement we will need to back off and everyone is aware of that.

It's not what we're doing here that is the issue, it's HOW we're doing it. That has to be different. The committee will need to think of different approaches and not do the same old thing. This program covers its costs through the accreditation fees for field sampling. So it doesn't cost TNI any money to run the committee.

Motion to Accept the NEFAP Strategic Plan recommendations, with some strong conditions:

1. In the next 3 months we need to see (a report to the Board) concrete measurements for improvement.
2. We need to see the goals with an emphasis on the marketing plan, and
3. That we have met the measures/goals [in one year].
4. The goals and measurements need good management

Justin sent documents for review today:

Metrics:

- Ilona noted that #5 needs to be corrected. Funds from Standard sales go to CSDP and not NEFAP. Justin recommended changing the income to \$1000 instead of \$1500.
- Number of FSMO applications should be reduced. Jeff noted that application makes sense if he thinks about his own organization. They might be ready for an application but they are still looking at the requirements and looking at implementation.

Ilona noted that during the last meeting it was noted that many of the FSMOs joined earlier and there might not have been as many per year recently. Justin suggested 6 and committee finalized 5 new applications. Justin will be confirming the FSMO numbers before we submit the report.

- Ilona noted a few editorial changes to the document. Justin will be doing some formatting updates too.
- Kim asked what “yoy” meant – year over year.

Plan:

- Justin asked if the training portion is now adequately covered. Paul noted that he believes there are gaps in training that NEFAP can fill. We could also be a clearing house of information about training ... even if we don't do the training itself. Applicants for accreditation or recognition – perhaps we can look at resources to help them train. The Workgroup does believe there is opportunity.
- Ilona noted that the Committee should look at where the training components need to be added to the plan. She suggested that in the implementation section, a time frame should be included for submission of the first course to the training website. The first time frame could be in February 2021. There was general agreement.
- Justin asked for people to consider putting time frames in place. Justin made modifications directly in the plan.
- Tracy originally noted that maybe a free training would be a great way to start and build the mailing list of people that would be interested. What training seems the most promising? Surveying would be important to figure out training priorities.
- Justin thinks there will need to be a Training Workgroup that will survey and provide a list of possible classes and priorities to choose a first class from. Perhaps the ABs can help survey their accredited FSMOs.
- Tracy noted that she thought the Workgroups would continue on to start the work of implementation. Paul thinks the committee was formed to prepare a plan, not implement it. Need to go back to confirm who should be on each Workgroup going forward.

Justin will make updates and send a final DRAFT to the Committee for any last comments.

3. New Business

None.

4. Action Items

Action items can be viewed in Attachment B.

5. Next Meeting

The next meeting will be on Wednesday, November 18, 2020 at 1pm Eastern by teleconference. *(Addition: The November 18, 2021 meeting was canceled and the next meeting was December 2, 2021 at 1pm Eastern.)*

Action Items are included in Attachment B.

The meeting was adjourned at 2:33pm Eastern. (Motion: Tracy Second: Paul Unanimous approval.)

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 (11:30pm EDT)	PJ Laboratory Accreditation, Inc.	AB	tszerszen@pjlabs.com
Paul Bergeron (2020) Present	LELAP	Other	Paul.bergeron@la.gov
Geneva Bowman (2021*) Absent	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
Elizabeth Turner (2022*) Present	Pace	Lab	Elizabeth.Turner@pacelabs.com
Jeremy Driver (2021*) Absent	Alabama Power Company	FSMO	jddriver@southernco.com
Jacob Gruzalski (2021*) Absent	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 (2022*) Absent	AAA Analytical	Other	hhastings@aaanalytical.com
Suzie Nawikas (2022*) Absent	H&P Mobile Geochemistry, Inc.	FSMO	Suzie.nawikas@handpimg.com
Patrick Selig (AB) Present	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
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		mmoore@advancedsys.com
John Moorman		jmoorma@sfwmd.gov
Scott Haas		shaas@etilab.com
Kevin Holbrooks		holbke@jea.com
Shannon Swantek		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
Kim Watson	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.
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	
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	Complete
275	Send final draft of plan to Committee for email comment.	Justin	11/6/20	

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	