

NEFAP Executive Committee (NEFAP EC)
Meeting Summary
December 19, 2018

1. Roll call:

Kirstin Daigle, Chair, called the NEFAP Executive Committee to order on December 19, 2018 by teleconference at 11am Eastern. Attendance is included in Attachment A - there were 11 NEFAP EC committee members present. Associate members present: None

There was no meeting in November.

Kirstin reviewed the agenda for the call.

There were a number of minutes that still needed approval. Kirstin pulled them up on Webex and the committee reviewed them as they voted:

Paul made a motion to approve the February 21, 2018 minutes with a correction to the spelling of names on page 1 (Kirstin) and page 2 (Paul). The motion was seconded by Calista. Vote: For – 10 Against – 0 Abstain – 1 (Pamela). The motion passed.

A motion was made by Tracy to approve the July 18, 2018 minutes as written. The motion was seconded by Jeff and unanimously approved.

A motion was made by Paul to approve the August 9, 2018 minutes with a spelling correction and the addition of Victoria to the Task Force roster. The motion was seconded by Nilda and unanimously approved.

A motion was made by Paul to approve the September 19, 2018 minutes as written. The motion was seconded by Nilda and unanimously approved.

A motion was made by Paul to approve the October 24, 2018 minutes as written. The motion was seconded by Jeff. Vote: For – 10 Against – 0 Abstain – 1 (Nilda). The motion passed.

All the minutes are current and will be posted to the TNI website.

2. Task Force

Paul provided an update. The group will have one more discussion on Mobile Laboratory accreditation with the addition of NGAB requirements. Nick Nigro (Pace) has been updating this table. Once this is done the group will take another look at language they are preparing for Standard updates.

The Task Force took another look at their Charter and will also begin developing guidance on how to navigate NEFAP and NELAP today.

3. Combined Evaluation SOP

The updated version of the Combined Evaluation SOP (SOP 7-101 Rev 1) was distributed by email for committee review. The major changes were made in Section 6.11 to make it clear what is considered in the Executive Committee vote to endorse the Recognition Committee's recommendation. The information was reviewed on Webex.

A motion was made by Carl to approve SOP 7-101 Rev 1 as sent by email on 12-17-18. The motion was seconded by Paul. A 2/3 vote is needed to approve this SOP and 11 people were on the call. All participants voted For and the vote will be completed by email.

The next step is to have the PTPTEC review and approve it. It will then become a Provisional SOP and will be sent to Policy Committee for finalization.

(Addition: PTPEC asked that some specific timeframes be added to the SOP if the Executive Committee requires more information in order to endorse the recommendation. These additions were made and the PTPEC approved the SOP on 12-20-19.

Carl made a motion to accept the updates made to SOP 7-101 (TNI Accreditation Body Evaluation and Recognition Procedure Used by the PT Program Executive Committee and NEFAP Executive Committee) and finalize the version sent to the committee on 12-17-18. The motion was seconded by Paul. Carl agreed on 12-28-18 to a friendly amendment to add a change to Section 6.11.5.2 that includes the addition of a 15 day time requirement for the Executive Committee to prepare the written statement and a 30 day requirement for the RC to respond to the statement. The friendly amendment was accepted by Paul on 12-20-18. The committee re-voted by email:

Russell - For (1/6/19)

Calista - For (1/7/19)

Shawn - For (1/7/19)

Jeremy - For (1/7/19)

Keith - For (1/7/19)

Carl - For (1/7/19)

Tracy - For (1/8/19)

Janis - For (1/9/19)

Nilda - For (1/9/19)

Geneva - For (1/10/19)

Kirstin - For (1/11/19)

Paul - For (1/14/19)

Jeff - For (1/14/19)

The motion passed and the SOP is now Provisional. It was forwarded to Policy Committee for final consideration on 1/15/19).

4. SCOPE Document

The committee went through the Scope Guidance Document in October. Kirstin prepared a summary of the committees comments and sent it to FAC. She reviewed this document with the committee on Webex (Attachment D).

Paul and Russel provided additional comments that need to be added to the document. They were missed when this was prepared. Kirstin will take care of this.

Nilda asked if there will be guidance on Mobile Labs? One page talks about categories of field sampling and then there is another section for field analysis. Kirstin thinks it is intended to be there, but the current format doesn't make it clear. This will be an additional comment.

The NEFAP EC would like to see the information provided differently. It is currently confusing and not easy to use. The current document is a great start, but it needs fine-tuning.

Jeff asked if Bio-solids needs to be added or is it the same as sludge. This question will be forwarded.

Kirstin is asking the committee to review the document she prepared.

Tracy asked if the document can be expanded to include its use to people who don't know how to read a Scope. It is for clients too.

Tracy asked if there is anything for field measurement. She accredits facilities for both – sampling and measurement.

Section 6 – focus on field measurement side needs more depth.

Kirstin asked the committee to continue to review this document and provide any additional comments by email. She will then update the document and resend it to FAC.

5. Annual Report

Kirstin will start work on it and will share the slides before the next meeting.

Tracy, Nilda, Keith, Ilona, and Kirstin are all planning to be in Milwaukee. It is a short meeting on Monday morning (10:30-12). The agenda may include:

- Go through action items
- Working on a plan for 2019. It will take Justin and Shawn some time to get going on the Marketing/Strategic Planning Subcommittee.
- Task Force update
- Feedback to FAC on Standard Development
- Upcoming Evaluations (may be getting started on this late summer/fall)

- Tracy is working on the application, but hasn't gotten input from PTPEC. Ilona will bring this up on the PTPEC call tomorrow.
- Review Charter?

6. New Business

- Shawn and Justin have talked and they have started planning the start-up of the Marketing/Strategic Planning Subcommittee.
- Kevin Holbrooks forwarded the following information:

The America's Water Infrastructure Act of 2018 was signed into law on October 23, 2018.

1) Section 2011 (Improved accuracy and availability of compliance monitoring data) requires the EPA, in coordination with the States, public water systems, and other interested stakeholders to create a strategic plan for improving the accuracy and availability of monitoring data collected to demonstrate SDWA compliance, particularly data submitted by public water systems to states and data submitted by states to EPA.

Note: No later than 12 months after the date of enactment of this Act, EPA shall issue revisions to Section 1414, by inserting a new subsection (j) "Improved Accuracy and Availability of Compliance Monitoring Data" This new subsection will require EPA to develop a "Strategic Plan" for improving the accuracy and availability of monitoring data collected to demonstrate compliance with national primary drinking water regulations.

Norman will look into it and get back to the committee.

- Complaint – Kirstin's write-up is on the laptop of a previous company she worked for. She is waiting for a copy from Carl Kircher and Cheryl Morton. The practice for the complaint is not prohibitive from the Standard. No action can be taken this time. The complaint is valid and should be forwarded to the FAC for consideration in updating the Standard. It is open for interpretation. The complaint committee thinks it should be "corrected" in the Standard. This will be further looked at in January and a response will be worked on.

(Addition: Ilona provided information about SOP 5-103 (Nomination SOP) by email:

The NEFAP EC started a vote to approve the NEFAP Nomination SOP the end of October. The vote was not completed by email so the vote has been closed and needs to be re-done.

Since our last discussion on this SOP late October, TNI has been reviewing its current policy to not allow people from the same organization to be on the same committee. TNI is now finalizing updates to its SOPs and Policies to allow people from the same organization to be on the same committee given that each committee

has procedures to make sure there is no dominance by a single organization. Our SOP includes the following language:

- The members shall be chosen, insofar as possible, to represent the varied interests and areas of expertise and competency that are of concern to NEFAP.*
- FSMO's - Not all nominees can be chosen from the same field category. For example, 5 Air FSMOs will not be an acceptable representation of FSMO's. The objective is to maintain FSMO representation from public and private FSMO's both large and small covering a variety of field sampling and measurement activities.*
- Regulated industries - Only one nominee can be from the same regulated industry group*
- ... the selection of the best candidates independent of representation; and concluding with ensuring no group is over-represented.*

Since we didn't finish the vote on this SOP, I went ahead and made the changes needed to this SOP to bring it current. You will find the changes in the attached document (Track Changes, 1-5-19). The changes delete any reference to individuals from the same organization not being allowed on the committee. These changes are consistent with the changes made by the Consensus Standards Development Program Executive Committee (CSDPEC) to their committee membership SOP being voted on this Thursday (1/10/18). Calista is our NEFAP representative on the TNI Policy Committee and she was in attendance for these discussions.

Please review these changes and if there are no issues or further updates needed – I will need a motion and second to approve this SOP.

A motion was made by Russell (1/6/19) to approve SOP 5-103 as sent on 1/5/19 for review. The motion was seconded by Calista on 1/7/19).

Vote:

Calista - For (1/7/19)

Keith - For (1/9/19)

Kirstin - For (1/9/19)

Pamela - For (1/9/19)

Carl - For (1/9/19)

Jeff - For (1/9/19)

Tracy - For (1/9/19)

Jeremy - For (1/9/19)

Nilda - For (1/9/19)

Jacob - For (1/11/19)

Geneva - For (1/11/19)

Russell - For (1/11/19)

Paul - For (1/14/19)

The motion passed and the SOP was sent for Policy review on 1/14/19.)

7. Action Items

Action items can be viewed in Attachment B.

8. Next Meeting

The next meeting will be January 16th at 1pm Eastern.

Action Items are included in Attachment B.

The meeting was adjourned at 2:54pm Eastern. (Motion: Tracy Second: Paul Unanimously approved.)

Attachment A

TNI NEFAP Executive Committee

Members	Affiliation	Balance	Contact Information
Kirstin Daigle (2020*) Chair Present	Stone Environmental, Inc.	FSMO/Lab	kdaigle@stone-env.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*) Absent	City of Bend Environmental Compliance	FSMO	jbuystedt@bendoregon.gov
Nilda Cox (2019) Present	Eurofins Eaton Analytical Inc	FSMO/Lab	nildacox@eurofinsus.com
Calista Daigle (2019) Present	Dade Moeller	FSMO	calista.daigle@gmail.com calista.daigle@moellerinc.com
Jeremy Driver (2021*) Absent	Alabamba Power Company	FSMO	jddriver@southernco.com
Jacob Gruzalski (2021*) Absent	Environmental Standards Inc./Vitale Scientific Associates, LLC	FSMO	gruzalski@envstd.com
Pamela Hamlett (2021*) Present	US Air Force	Other	pamela.hamlett@us.af.mil
Shawn Kassner (2020*) Absent	Neptune and Company, Inc.	Other	skassner@neptuneinc.org
Carl Kircher (2019) Present until 2:05pm EST	Florida DOH	Other	Carl_kircher@doh.state.fl.us
Keith Klemm (AB) Present	ANAB d/b/a Laboratory Accreditation Bureau	AB	kklemm@anab.org
Janis La Roux (2021) Present	H&P Mobile Geochemistry, Inc.	FSMO	janis.laroux@handpmg.com
Norman Rodriguez-Iglesias (2021*) Present	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

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
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	3/5/15 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 and send it to

	Action Item	Who	Expected Completion	Actual Completion
				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	Expired. Harry will be moving off the committee next month.
207	Call Zaneta and Michelle about need and process for testimonials.	Kim	5/2/17	
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	
221	Discuss with Advocacy the possibility of California using the NEFAP Standard for field and mobile lab accreditation.	Kirstin	10/17/17	
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	11/25/17 Postponed to	

	Action Item	Who	Expected Completion	Actual Completion
			January 2018	
226	Review NEFAP Evaluation SOP for updates based on SOP 7-101 Rev 0.	TBD	TBD	
227	Provide comments on the 2014 Standard to FAC.	TBD	TBD	
228	Check with Michelle on how many FSMOs are accredited by A2LA or are applying to A2LA.	Kirstin	1/19/18	
229	Share view on impact of Sampling on ISO/IEC 17025 update with Kevin Holbrooks (FAC, Chair).	Tracy	2/20/18	
230	Form task force and send recommendation to TNI Board.	Justin, Paul and Kirstin	2/28/18	
231	Finish review of NEFAP Evaluation SOP and propose update to committee.	Kirstin	2/20/18	Note: New language in combined SOP may eliminate the need for this SOP.
232	Review possible language to Combined Evaluation SOP and send comments to Ilona by Wed, 2-28-18.	All	2/28/17	
233	NEFAP ABs provide information on Standard comparison for addition in Attachment D of the minutes.	Keith, Tracy, Michelle	5/16/18	
234	Post Committee Membership Nominations for vote on the TNI website.	Ilona William	6/26/18	
235	Update SOP 5-103 with changes discussed on 5/30/18 and send to committee members for review and finalization at next meeting.	Justin	6/26/18	
236	Review information surrounding complaint and begin process of forming complaint subcommittee. Contact complainant with update.	Justin	6/10/18	

	Action Item	Who	Expected Completion	Actual Completion
237	Check with Nilda and Kirstin on Stakeholder group.	Justin	6/26/18	
238	Provide agenda comments to Jerry. Special meeting and NEFAP EC meeting.	Justin/Kirstin/ Ilona	7/1/18	
239	Get most current copy of DRAFT Scope Guidance Document from FAC.	Ilona	7/18/18	
240	Finish up votes started at 6/27/18 meeting by email.	Ilona	7/18/18	
241	Decide if final changes to SOP 5-103 are editorial.	All	7/18/18	
242	Prepare Summary of comments on the FAC Scope Guidance Document and send to Committee for Review	Kirstin	Before next FAC meeting.	
243	Present Scope Guidance Document comments to FAC.	Kirstin	Next FAC meeting.	
244	Update Comments on Scope Guidance Document and resend to FAC.	Kirstin	TBD	
245	Prepare Annual Meeting slides for NEFAP and send to Committee for review during January meeting.	Kirstin	1/15/19	
246	Review possible impact/opportunity of the America's Water Infrastructure Act of 2018 that was signed into law on October 23, 2018.	Norman	1/15/19	

Attachment C

Backburner / Reminders – NEFAP Executive Committee

	Item	Meeting Reference	Comments
4	Review Charter.	October 2018	
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	

Attachment D: Comments to FAC (Scope Guidance Document)

Editorial and Content Suggestions from NEFAP EC to FAC.

A subgroup of NEFAP EC members reviewed the guidance document during the regularly scheduled NEFAP EC meeting, held on October 17, 2018 by conference call. This summary provides the comments/suggestions discussed by NEFAP EC members present on that call.

1. The content of the document provides guidance that is broader than the title of the document and purpose of the document implies which makes the purpose of the document ambiguous. The goal of the document stated in the first paragraph is “to provide consistency between NEFAP ABs in the way that scopes of accreditation are defined and designated”. The NEFAP EC interprets this goal to mean that this document will provide a standard format and nomenclature that ABs will use to list fields of accreditation (FOA) on the scope of accreditation for FSMO (similar to NELAP). The document includes the FAC recommendation that the FOA should be by “matrix”. The document delineates different matrices by headers that presumably are the FOA. Under each heading, the matrix is defined and the technologies used for sampling are listed along with guidance for assessment, sampling plans, or sample collection. For example, the paragraph on page 2 in Section II ends with a statement for the AB for verify FSMSO have SOPs in place for representative sampling. This instruction, although important for the assessment process, is not relevant to the document’s stated goal or title. The NEFAP EC recommends the FAC change the title and purpose of the document to match the content of the document or separate the document into different guidance documents.
2. The NEFAP EC recommends the FAC include in this document an example scope of accreditation that shows how the FAC thinks the FOA should be presented on the scope of accreditation.
3. The NEFAP EC recommends the FAC expand the definition of scope to Matrix-Technology. The document’s content implies the scope of accreditation is matrix-technology based. The NEFAP EC also suggests the FAC present this information in tabular format.
4. The NEFAP EC recommends the FAC introduce the purpose of the excerpts from the TNI standard in the document or remove the excerpts. It is unclear to the reader why the excerpts are provided or how the excerpts complement the information presented before or after.
5. The NEFAP EC recommends the FAC review and edit the document for contiguous flow. For example, the last paragraph in the first sections states “the following list of matrices and definitions are being provided”, at which point the reader would expect the list of matrices to be presented next. Instead, this statement is followed by excerpts from the TNI standard and a section titled “Organizations”; the list of matrices and definitions are provided after organizations as separate subsections.

6. The NEFAP EC recommends the FAC introduce each section so there is context to the reason the section is included. For example, the purpose of sections “Organization’s, General Categories for Field Sampling Technologies” and “Specification of Categories” is not clear. How do these sections relate to consistency between NEFAP ABs in the way that scopes of accreditation are defined and designated”?